

Sr. Counselor – Admissions

Roles and Responsibilities:

- Convert student inquiries and applications into successful admissions by providing personalized guidance and support throughout the application process.
- Counsel prospective students, apprising them of program features, pedagogy, curriculum, and any other relevant information.
- Clarify questions and concerns pertaining to course offerings, programme selection, and career planning to assist students in making informed decisions.
- Stay up-to-date with admissions policies, procedures, and industry trends to provide accurate information.
- Representing the organization professionally and building rapport.
- Attend outreach activities related to admissions.
- Ability to multitask while managing operations effectively with good attention to detail.
- Handling of campus walk-in inquiries.
- Maintain accurate records and reports of interactions.
- Ensuring regular reporting and analysis through CRM.
- Basic proficiency in MS Office Suite is required.
- Demonstrates an infectious positive attitude toward the job, the team, and the organization.

Desired Qualifications:

- Bachelor's degree or equivalent in a relevant field.
- Strong communication and interpersonal skills.
- 3-5 years of prior experience in counselling, outreach or related roles.
- Knowledge of educational programmes and admission procedures.