

# JOB DESCRIPTION

<b>Job Title</b>	Admission Coordinator
<b>Department</b>	Administration
<b>Reporting To</b>	Director Admissions, GJIMT
<b>Job Purpose</b>	To undertake activities during the student admission and enrolment process as per the guidelines of the institutions.

## MAIN DUTIES & RESPONSIBILITIES

- Explain the Institute policies & enrolment process to the students & their families.
- Calling prospective students and convincing them for taking admission with GJIMT
- Provide assistance to students in completing admission forms and other related paperwork.
- Provide assistance for housing needs, tuition fee collection, and part time jobs for students.
- Collaborate with team members to complete and validate the admission files of students.
- Schedule student appointments and inter views for admission process.
- Maintain a cordial relationship with the management, students, faculties and administrative teams for smooth operations.
- Coordinate with marketing communications team for preparing or updating admission materials, college publications and web sites.
- Assist in student admission processes based on University Guidelines
- Field Job as and when required for Data Gathering, Connect with Admission Aspirants and Admission Consultants locally and in various parts of the country.

## KEY SKILLS & QUALIFICATION

- A bachelor's or master's degree in any field and previous work experience is essential to apply for this position.
- Oriented towards customer service. Should be able to resolve all the queries of the visitors and callers.
- Needs to be excellent in preparation and management of admissions database and other records.
- Having good Hold over Google Docs be Google sheets, Google forms.
- Having excellent command over MS Office is a must.
- Excellent communication and convincing skills.
- Good knowledge of computer and internet.
- Result and target oriented approach
- Candidate should be able to make follow up calls.

## HOURS OF WORK

6 Days a week , 0830 am – 05: 30 pm

## DURATION OF CONTRACT

1 Year Contract (On Probation)