

Position: Admissions and Outreach Executive

Position Overview

The Admissions & Outreach Executive will be responsible for supporting student recruitment, admission activities, and outreach initiatives. The role requires proactive engagement with prospective students, parents, schools, and institutions to promote the university's programs and ensure smooth admissions operations.

Key Responsibilities

- Counsel prospective students and parents about programs, eligibility, and career outcomes.
- Handle inquiries via calls, emails, and walk-ins professionally.
- Assist prospective students in application processing, documentation, and follow-ups.
- Maintain accurate records in CRM and ensure timely updates.
- Participate in school visits, education fairs, and counselling sessions.
- Assist in organizing open houses, campus tours, and orientation events.
- Support logistics for outreach activities and distribute admission material.
- Engage with leads from digital campaigns and provide timely counselling.
- Collect feedback from students/parents for service improvement.
- Share daily/weekly/monthly reports with the Manager – Admissions & Outreach.

Skills & Competencies

- Excellent communication and interpersonal skills.
- Strong counselling and persuasion abilities.
- Ability to handle student queries with patience and professionalism.
- Comfortable with travel for outreach activities.
- Basic computer knowledge (MS Office, CRM systems).

Qualifications

- Bachelor's degree (preferred: Marketing).
- 0–3 years of experience in student counselling, admissions, or sales.
- Fresher's with strong communication skills may also apply.
- Fluency in English and regional language preferred.

Work Conditions

- Reporting to: Manager – Admissions & Outreach
- Travel: Required for school visits, fairs, and outreach events.