

-: Job Description:-

1. Educate the students about various courses running in Sandip University through Tele Calling, Counseling & Seminars.
2. Visit Schools, Jr & Sr. Colleges and collect consents for conducting Seminars to educate students about the University & its courses. (Field work)
3. Devise Promotional Strategies to engage maximum admissions for coming academic session.
4. Participate in Educational Fairs & Exhibitions to promote Sandip University
5. Tackle question raised from students/parents/teachers.
6. Maintain organized database of the calls & visits made.
7. Convert leads into admission for Sandip University's various educational program.
8. Provide counseling to students/parents/teachers telephonically or in person.
9. Understand students/parents genuine concern and report to the concerned authority.
10. Explain the admission procedure and course details to the students/parents.
11. Co-ordinate in the Entrance Examination Conduction
12. Maintain appropriate MIS & Generate different Reports timely, when asked for.

-: Skills required for Job Role:-

1. Should have excellent communication skills and convincing power.
2. Should be able to work with a team
3. Knowledge of marketing principals and strategies
4. Ability to interact, communicate and present ideas
5. Proficiency in relevant computer application.

-: Job Mandates:-

1. Should be fluent in English, Hindi and Marathi.
2. Should have his / her own Vehicle
3. Willingness & Passion to travel
4. Physically & Medically Fit