



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Admission Officer	DEPARTMENT: Admissions
POSITION REPORTS TO: Senior Manager Admissions	
POSITION IS REPORTED BY: NA	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Provides admission related information to students and parents.2. Receives Continuation and Transfer Forms from the students, gets clearance from Program Coordinator and VP Academics and forwards to the records office.3. Prepares admission letters of the successful candidates and prepares orientation kits for them.4. Provides support in filing and maintaining data5. Helps in designing and developing all promotional material.6. Assists manager admissions in programme's promotion and advertizing activities7. Assists in participation of education fairs and education expos for promotion of our programs.	
<u>PERSON SPECIFICATION</u>	
(1) Academic Qualification Required Masters degree	
(2) Specific Job-related Skills Required <ol style="list-style-type: none">1. Interpersonal & Counseling Skills2. Presentation Skills3. Problem-solving & Decision-making Skills4. Ability to Plan and Organize the Work	
(3) Specific Job-related Traits & Behaviours Required <ol style="list-style-type: none">1. Attendance & Punctuality2. Integrity	



3. Cooperativeness & Coordination
4. Appearance

(4) Experience Required

At least 1-2 years of experience in the custom oriented field