



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Assistant Manager Admissions	DEPARTMENT: Admissions
POSITION REPORTS TO: Senior Manager Admissions	
POSITION IS REPORTED BY: N/A	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Managing the University's admission and recruitment activities.2. To support the delivery of admission and recruitment services. Coordination with all relevant departments.3. Provides admission related information to applicants and parents.4. Ensures the admission process goes effectively including the applications are processed program-wise and the tests and interview dates assigned, preparation of results, assigning of registration numbers etc., Under supervision of Sr. Manager Admissions	
<u>PERSON SPECIFICATION</u>	
<p>(1) Academic Qualification Required MBA degree in Marketing</p> <p>(2) Specific Job-related Skills Required</p> <ol style="list-style-type: none">1. Analytical Skills2. Communication Skills3. Interpersonal Skills4. Counseling Skills5. Computer Skills <p>(3) Specific Job-related Traits & Behaviors Required</p> <ol style="list-style-type: none">1. Attendance & Punctuality2. Initiative taking3. Intelligence and mental alertness4. Cooperativeness5. Policy and Procedure Compliance6. Ability to Plan, Organize and Supervise Work7. Discipline <p>(4) Experience Required Up to 5 years of experience in the relevant field.</p>	