

Job Description – Admission Counsellor

Job Title: Admission Counsellor

About: Bhartiya Skill Development University (BSDU Jaipur) is a venture of the renowned Rajendra and Ursula Joshi Charitable Trust (RUJCT). It is the first Indian University to offer only skill-based programs and has established itself as a leading education provider with prime focus on holistic skills training based on Swiss Dual System using machinery and equipment procured from the best manufacturers all across the globe. BSDU is thus able to imbibe excellence in skills training and competitive abilities in students.

Role and Responsibilities:

- Role requires highly responsible individual, who is self-disciplined believes in integrity and honest work with a sense of business growth strategies
- Generate and identify quality leads after initial qualified conversations followed with review and verify prospective student leads/applications to match the application requirements.
- Follow up over call with leads generated from various platforms such as digital (social media, website, chats, etc.), student interactions, existing students & any other external database.
- Maintain an up-to-date repository of call logs and databases with feedbacks and comments for follow up.
- Provide educational guidance and assistance to students and parents one on one in their application process, selection of courses, meeting application deadlines, and assistance in obtaining the necessary documentation needed to complete the application process.
- Promote the admission and outreach event of the university on all platforms among all possible stakeholders (parents' network, student networks, alumni networks, etc.).
- Willing to work beyond typical office hours including evenings, weekends, and holidays during peak admission time.

Eligibility:

- Bachelor's Degree or equivalent
- Minimum 1-3 years of experience (Prior counselling experience or experience in education space would be preferred)
- Freshers showcasing exemplary conduct and a keen desire to learn may also apply

Skill Sets Required:

- Strong counselling and relationship management skills
- Exceptional communication skills



- Comfort with large volumes of data and excel based analysis
- Working knowledge of Google Drive
- Result oriented

Location of work: Bhartiya Skill Development University, Admissions Office, Plot 005/001-002, DTA, Mahindra World City, Ajmer Road, Jaipur- 302042.

Please share your CV at hr@ruj-bsdu.in