

## TERMS OF REFERENCE

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Position: Admission Officer  
Reports to: Head-Marketing and Admissions

### POSITION SUMMARY:

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Responsible to approach, communicate and recruit the potential students by counseling and handling their queries related to college, courses, university rules and regulations etc. in an effective manner.

### KEY DUTIES & RESPONSIBILITIES:

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SN.	Key Responsibilities	Description
1	Counseling	Counsel students regarding the programs offered, it's scope and other matters
2	Handling Enquiry/queries	Handle enquires about the college, programs offered, admission procedure, eligibility criteria and fee structure etc.
3	Reviewing applications	Review all the students' applications( Marks, documents and other requirements of university)
4	Assistance to students	Provide assistance to students for completing the enrolment forms and regarding other matters
5	Interview Management	Set the time of interview for students and informing the same to the students and Executive Director/Chairman
6	Documentation	Proper documentation of admission forms, enquiry forms, interview sheets, students' documents
7	Follow up	Follow up of enquires via SMS, Email, Telephone and website
6	Orientation	Arrange orientation programs for new students
7	Participating in Events	Participate in different events like exhibitions, fairs and other different events (both inside and outside valley) representing the college.
8	Edusys entry and update	Maintain proper database of students in Edusys about student's detail including their documents.
9	Reporting	Prepare reports like- <ul style="list-style-type: none"><li>• Admission report</li><li>• Enquiry report</li><li>• Weekly counseling report</li><li>• Daily walk-in enrollment detail</li><li>• Weekly work done report</li><li>• Others as required by supervisor</li></ul>
10	Others	Other duties as assigned by supervisor

### Skills Required for the Job

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<b>Skills</b>	<ul style="list-style-type: none"><li>• Screening Skills</li><li>• Excellent Organizational skills</li><li>• Computer Skills</li><li>• Excellent communication and presentation skills</li></ul>
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	<ul style="list-style-type: none"><li>• Knowledge about college, courses and university rules and requirements</li></ul>
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**Note: - Need to travel inside and outside valley when required**