

Academic Counselor

PATHFINDER EDUCATIONAL CENTRE

|| ONLY FEMALE CANDIDATE IS REQUIRED -- MINIMUM QUALIFICATION: GRADUATION WITH GOOD ENGLISH COMMUNICATION & SMART APPEARANCE ||

Job Location: Barrackpore

Duty Hours: 09 hours

Week Off: 01 day per week [Week-Offs cannot be availed on Saturday/Sunday]

Contact: HR Amrita Madam(+91-9330203906 / 9831544571 / 03340120783 / 03340120715)

Required Experience and Qualifications

- Decision Making
- Motivating Others
- Persuasion
- Listening
- Verbal Communication
- Emphasizing Excellence
- Supports Diversity
- Results Driven
- Coordination
- Quality Focus
- Connecting with Parents & Students.

Responsibilities

Acquiring students by counselling, developing networks; evaluating recruiting techniques and materials; interviewing prospective students; initiating campaigns to induce students & their parents to attend PATHFINDER®.

Duties

- Develops a network of alumni by identifying and training successful alumni willing to help recruit students; coordinating the network's activities.
- Develops a profile of students attracted to the school by conducting research; interviewing applicants; designing questionnaires for current students; analyzing questionnaire results; conducting focus groups.
- Evaluates recruitment techniques by determining the effectiveness of each recruitment technique used by admissions; discerning the appeal of admissions literature; defining the expectations of the college to be instilled in incoming students by the admissions staff.
- Recruits students by visiting high schools; attending college nights; visiting community colleges and technological institutions.

- Welcomes prospective students with processing paperwork; interviewing applicants; arranging and conducting campus tours; conducting follow-up activities such as letter writing and phone-calling campaigns.
- Maintains recruiting operations by following policies and procedures; reporting needed changes.
- Completes projects by identifying and implementing new technology and resources; redesigning systems.
- Improves quality results by studying, evaluating, and re-designing processes; implementing changes.
- Avoids legal challenges by complying with legal requirements.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances the admissions department and university reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Benefits

- Provident Fund
 - ESI for the Medical benefit
 - Gratuity facility
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Application Questions

- How many years of Counselling experience do you have?
- How many years of Telecalling experience do you have?
- What is the highest level of education you have completed?
- Are you in Behala, Kolkata, West Bengal?
- Do you speak English?

HR Department

Contact Company: PATHFINDER EDUCATIONAL CENTRE

Website: <http://pathfinder.edu.in/>

Telephone: +91-3340120783 / 3340120760 / 3340120715 / 9330203906