

## **Job Description – Junior Admission Counselor**

Department: Admissions

Reports To: Principal

### **Job Purpose:**

The Junior Admission Counsellor supports the admissions team by handling inquiries, guiding parents and students through the admission process, and ensuring a positive enrollment experience aligned with the institution's values.

### **Key Responsibilities:**

- Handle walk-in, telephonic, and online admission inquiries in a professional manner.
- Provide accurate information about courses, curriculum, fees, and school policies.
- Assist parents and students through the admission and registration process.
- Maintain and update admission records, forms, and databases.
- Coordinate admission tests, interviews, and campus visits.
- Follow up with prospective parents to ensure timely closure of admissions.
- Support admission events, open houses, and promotional activities.
- Ensure compliance with institutional admission policies and procedures.

### **Qualifications:**

- Graduate in any discipline (Education background preferred).
- Diploma or certification in counseling/administration is an advantage.

### **Experience:**

- 0–2 years of experience in admissions, counseling, or front-office roles.

- Freshers with good communication skills may apply.

#### Skills & Competencies:

- Strong communication and interpersonal skills.
- Customer-focused and approachable attitude.
- Basic computer proficiency (MS Word, Excel, email).
- Good organizational and follow-up skills.
- Ability to work in a team-oriented environment.

#### Work Environment:

- Full-time, campus-based role.