

Admission Counsellor – Job Description

The Admission Counsellor is responsible for guiding prospective students and parents through the admission process with clarity, professionalism, and care. This role involves providing detailed information about academic programs, admission requirements, school/college facilities, fee structure, and overall campus environment. The counsellor serves as the first point of contact for inquiries and plays a key role in representing the institution's values and culture.

Key Responsibilities

1. Handle admission-related inquiries through calls, emails, and walk-ins.
2. Provide accurate and updated information about courses, eligibility, and admission procedures.
3. Counsel students and parents to help them make informed academic decisions.
4. Maintain records of inquiries, follow-ups, and conversions in the admission management system.
5. Coordinate admission interviews, tests, campus visits, and orientation sessions.
6. Assist in completing application forms and verifying required documents.
7. Support promotional activities, school/college events, and admission campaigns.
8. Collaborate with academic teams to ensure a smooth admission experience for applicants.
9. Achieve admission targets within defined timelines.

Skills & Qualifications

1. Strong communication and interpersonal skills.
2. Ability to counsel students with patience and empathy.
3. Good knowledge of academic programs and institutional policies.
4. Proficiency in MS Office and basic data management.
5. Confident, organized, and goal-oriented personality.