

JOB DESCRIPTION

Position: Program Advisor

Location: Sonapat, NCR of Delhi.

CTC: 3.6 - 3.8 Lakhs per annum

Experience Required: 1-2 Years

ABOUT US

Rishihood University (RU) has been established under The Haryana Private Universities (Amendment) Act, 2020 and is empowered to award degrees as specified in section 22 of the UGC Act, 1956.

Rishihood University is India's first and only impact university. 'Impact' is the living spirit of Rishihood. The purpose of education envisioned by the thought leaders of our civilization and that which has motivated the founders to build Rishihood University is beyond just awarding degrees and jobs. The purpose of education is to achieve the highest potential in a learner i.e., Rishihood. Rishihood University provides a unique mix of globally relevant education that is rooted in Indian ideas, quality education that is affordable, and multi-disciplinary exposure with the cutting-edge skills of a specialist. To achieve this outcome, education cannot be limited to the classrooms. RU is a fully residential campus where living and learning seamlessly integrate throughout the day. RU faculty and learners have active participation with society, industry, researchers, entrepreneurs, and policymakers. This keeps the learning at RU focused on solving the biggest challenges faced by humanity and prepares our learners for the real world. It is time India builds universities driven by a higher purpose, that have a strongly committed board to back it, and that redefine the way education is imparted both within and outside the classroom. Rishihood is a bold initiative to fulfil this idea. Hence, we are looking for like-minded founding faculty members at Rishihood University.

Admission Counsellor Description:

We are looking for an energetic and knowledgeable Program Advisor to be a part of our admissions team at RU. Candidate should be able to guide Parents/students with the university application/admission process. Also, should be able to arrange campus tours and coordinate various networking events. As a Program Advisor, the candidate should have an excellent listening ear and knowledge of the education industry. Furthermore, should be willing to work flexible hours and travel to different locations.

Roles and Responsibilities:

1. Calling the leads generated thru various digital platforms and outreach events.
2. Counselling Prospective students & following up with them.
3. Handling walk-ins & counselling them for new registrations & admissions.
4. Arrange campus tours and coordinate various networking events.
5. Managing the data in system software.
6. Handling the Admissions/Enrolments procedure.

Education & Experience Required:

- Graduate or MBA.
- Ideally from an Education background.
- Good knowledge of MS Office with a good understanding of CRM, excel and word.
- Ability to maintain all data accurately.

Those interested in this role, please fill the form: <http://shorturl.at/cqzM4>