

## **Roles of Admission Executive/Counselor.**

1. Develops a profile of students attracted to the college.
2. Recruits students by visiting high schools; attending college visiting community colleges and technological institutions.
3. Improves quality results by studying, evaluation, and re-designing processes; implementing changes.
4. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
5. Enhances admissions department and university reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
6. Works collaboratively with the admissions office to review incoming applications; verify applicant information and materials based on standard admission policies. And provide assistance in making final approvals for college admission.
7. Interview students to understand their objectives and background.
8. Provide clarifications to student's queries in a professional manner.
9. Follow-up with students for enquiries through direct meetings, live chat, phone calls and emails.
10. Advise students about the programs offered, admission procedure, eligibility and costs involved.
11. Provide assistance with activities including student interviews, admission publications, and information sessions.
12. Provide assistance to the students to complete the enrolment forms.
13. Review all the students' applications and refer the students to financial services personnel if required.
14. Inform students about the courses offered and the tuition fees.
15. Arrange orientation programs, educational workshops and graduation programs for students.
16. Provide support to prepare admission related presentations and to host student receptions.
17. Develop innovative communication strategies, students' recruitment strategies and enrolment plans in coordination with Admissions Head to attract and enrol more students.

18. Participate in all admission events, open houses, school fairs, information sessions, exhibitions, school visits and off-campus events.
19. Maintain a database of student information, telephone logs and student feedbacks in order to generate student reports.
20. Provide support to the Admission head when needed.

### **Desired Candidate**

1. Motivating Others.
2. Persuasion, Listening.
3. Excellent Communication.
4. Emphasizing Excellence.
5. Results Driven.