**Roles of Marketing Executive.**

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. & improves quality results by studying, evaluating, and re-designing processes; implementing changes.
3. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
4. Enhances admissions department and university reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
5. Work collaboratively with the admissions office to review incoming applications; verify applicant information and materials based on standard admission policies. And assist in making final approvals for college admission.
6. Interview students to understand their objectives and background.
7. Provide clarifications to students' queries in a professional manner & Follow-up with students for and inquiries through direct meetings, live chat, phone calls, and emails.
8. Advice students about the programs offered, admission procedure, eligibility, and costs involved & Assist with activities including student interviews, admission publications, and information sessions. & assist the students to complete the enrolment forms, Review the entire student's applications and refer the students to financial services personnel if required.
9. Inform students about the courses offered and the tuition fees.
10. Arrange orientation programs, educational workshops, and graduate programs for students.
11. Provide support to prepare admission-related presentations and host student receptions.
12. Develop innovative communication strategies, student recruitment strategies, and enrolment plans in coordination with Admissions Head to attract and enrol more students.
13. Participate in all admission events, open houses, school fairs, information sessions, exhibitions, school visits, and off-campus events.
14. Maintain a database of student information, telephone logs, and student feedback to generate student reports.
15. 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.

**Contact**

Interested candidates can send their resumes to [garima.hr@peoplesuniversity.edu.in](mailto:garima.hr@peoplesuniversity.edu.in) and cc to [director.hr@peoplesuniversity.edu.in](mailto:director.hr@peoplesuniversity.edu.in) for any clarification candidates can call 0755 4005026/5059.