

Responsibilities

- Will be supporting students one on one in their application process, selection of courses, and meeting application deadlines. Also help in promoting the recruitment events for the Institute to potential students and their parents.
- Focus on students first, addressing their concerns and challenges throughout the admissions process. Should also be able to find talented high school students and recruit them to attend your Institute. Also conduct interviews, and represent the Institute at college fairs or other recruiting or outreach initiatives.

Requirements

- An organized & engaging person.
- Experience in college admissions will be preferred.
- Excellent active listening, verbal and written communication and interpersonal skills.
- Strong planning and people reading skills.
- Ability to multitask and stay organized.
- Willingness to guide others and provide ongoing support as they make important decisions.