

**Habib University  
Job Description**

<b>Position Title</b>	Admission Counsellor
<b>Department</b>	Admissions
<b>Reporting Relationship</b>	Director, Admissions
<b>Dated</b>	September, 2015

**Scope of the Position**

The admissions counsellor would be responsible for providing information related to admissions, participating in activities & events and assisting in the entire admissions process.

**Summary of Key Functions**

**Specific Role:**

- **Providing Information/Responding to queries**
  - Handle and follow-up admission related general queries/concerns of prospective students, parents, information seekers, efficiently and effectively.
  - Recording and maintaining all queries and responses.
- **Participating in Events and Activities**
  - Assist in organizing and executing recruitment and admission related events (Campus tours, admissions camp, expos, information session etc.)
  - Strong coordination with various departments, staff members and external stakeholders for various events
  - Represent Habib University at various educational events
- **Undertaking the Follow-up of Applicants for Completing the Applications**
  - Consistently review the applicants' data.
  - Helping the applicants in completing the application by explaining various sections or providing additional info etc.
  - Do the follow-up with the full applicants (those who have paid the fee) using different means for completing the application and providing needed documents
- **Assisting in Conducting the Entire Admission Process**
  - Maintain the database of applicants and update the admission status of applicants on regular basis both in excel and in PeopleSoft
  - Review the applications as per assigned fields and criteria
  - Evaluate activity Resume
  - Undertake preparation for on-line and paper based tests
  - Issue Admit cards
  - Coordinate with students, faculty and staff for scheduling admission interviews
  - Assisting in handling logistics of entrance test and interviews both in Karachi and outside Karachi
  - Send offer letters
  - Maintain the hard copies of all data
  - Carry out additional responsibilities and tasks as assigned by Manager Admissions

<b>Required Qualification, Experience and Skills</b>	
<b>Qualifications and Skills Required</b>	<ul style="list-style-type: none"> <li>• Preferably hold Bachelors degree or equivalent professional qualification.</li> <li>• About three years' relevant work experience including preferably one year in a higher education institute in similar capacity.</li> <li>• Technically sound having proficiency in various IT tools such as MS Excel, Word, Power Point, Outlook, etc. Specially well-developed skills for Excel are needed</li> <li>• Knowledge of policies related to Higher Education Commission of Pakistan in relation to admissions in higher education institutions.</li> <li>• Good communication and counseling skills.</li> <li>• Well organized and team player.</li> <li>• Willingness to travel, as and when required</li> <li>• Mature, self-driven, results-oriented individual, who displays flexibility and ability to handle multiple tasks simultaneously.</li> <li>• Flexible in terms of working hours (weekends, evenings, etc.) as needed</li> </ul>