



Job Description

Position Title	Admissions Counselor
Job Grade	M1- M2
Department	Office of Admissions
Reporting To	Manager Admissions
Date	November, 2016
Type of Position	Regular/ Full-Time

POSITION DESCRIPTION

The Admissions Counselor will be an integral part of the Office of Admissions and will be representing the university through continuously interacting with students, parents and general inquirers, assisting them in admissions related queries and promoting the university. Admissions counselor is responsible for assisting in conceptualizing and implementing various activities of the admissions office, particularly the screening and facilitation of applications in accordance with university policies and guidelines. Overall, he/she will assist in the student enrollment process and contribute to the University's mission and objectives by achieving the enrollment target and an exceptional quality of students.

DUTIES AND RESPONSIBILITIES

- Handle and follow-up general queries/concerns of prospective students, parents, information seekers, efficiently and effectively.
- Recording and maintaining all queries and responses.
- Assist in organizing and executing recruitment and admission related events
- Represent Habib University at various educational events
- Establish and maintain relationships with high school counselors, prospective students, and parents
- Follow university policies and guidelines related to the admissions process and otherwise
- Work closely with Office of Student Outreach & Recruitment and Student Finance
- Assist with on campus events such as campus tours and yield events
- Follow-up on succession steps of admission process with students.
- Assist in meeting enrollment targets including the quality of student body
- Maintain database of screened applicants and related admission status
- Screening and facilitation of applications in accordance with university policies and guidelines
- Assist in database management
- Facilitate entrance test
- Coordinate with students, faculty and staff for scheduling admission interviews
- Assisting in handling logistics of entrance test and interviews
- Assist in assessing applicant pool, revising recruitment strategies and application process, where necessary
- Conduct routine administrative tasks.
- Provide assistance as and when required in marketing, promotional activities and other assignments.
- Carry out additional responsibilities and tasks as assigned by Manager Admissions

REQUIRED JOB SPECIFICATIONS

Required Qualification	Preferably hold Bachelor's degree or equivalent professional qualification.
Required Experience	<ul style="list-style-type: none">• About three years' management experience including (preferably) one year in a higher education institute in similar capacity.• Technically sound having proficiency in various analytical tools such as MS Excel, Word, Power Point, Outlook, etc.• Knowledge of policies related to Higher Education Commission of Pakistan in relation to admissions in higher education institutions.

	<ul style="list-style-type: none"> • Good communication and counseling skills. • Well organized and team player. • Willingness to travel, as and when required • Mature, self-driven, results-oriented individual, who displays flexibility and ability to handle multiple tasks simultaneously. • Flexible in terms of working hours (weekends, evenings, etc.) as needed
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Counseling and Communication Skills	High
2.	Proficiency in MS Office	High