

Post Name

Admission Officer

Introduction

GSFC University is incorporated under the Gujarat Private University (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science, Management and Fire & Environment, Health & Safety (F & EHS) with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

Roles & Responsibilities

The recruit shall be responsible for:-

- Planning, forecasting and analyzing market demand and student admission trends.
- Plan, develop, execute, and monitor the successful maximum student enrollment methods
- Manage the admissions in close liaison with marketing department, academic departments. Applying approved criteria to make admissions decisions consistent and fair.
- Handle telephone and email enquiries from prospective students, their parents, teachers and advisers independently and in a timely and professional manner.
- Process incoming applications for all the programmes, verifying qualifications, the authenticity of results.
- Markets programs and facilities by preparing and providing information brochures; writing and placing advertisements; answering questions; conducting tours of the students and their parents.
- Set clear monthly targets for the counseling team as well as for individual members.
- Introduce monitoring mechanisms to review and check the team progress.
- Make action plans when things are deviating from the standard or actual goals.

- Handling all parent grievances in coordination with all HODs promptly after the admission of the student.
- Building up rapport with various external education agencies & dignitaries for increasing PR.
- Coordination with ACPC or other statutory bodies like FRC, UGC, etc. which are connected with the University functioning.

Qualification

Any Graduate /Post Graduate with Minimum 55% marks

Experience

5-7 years of Core Admission department/division

Reporting

Director (Administration)

Remuneration

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

Other Benefits

- Group Medclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

Selection Procedure

A personal round of Interview shall be conducted by the Selection Committee.

Tenure of Appointment

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The contract may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non Teaching staff.

Location

Vadodara, Gujarat. However some tours to various industrial units within India and visits to other academic and R & D establishments will be expected.