



**BHARATI COLLEGE**  
University of Delhi



**OPUS**  
Training and Placement Cell

## **JOB OPPORTUNITY**



**Academic  
Counselor**

**Profile**

**Refer to  
Job  
Description**

**Eligibility**

**3 LPA**

**Package**

**Gurgaon**

**Job Location**

**Registration Ends: 18th February 2021, 9am**

**Office Location: Unitech cyber Park, Tower B, Awfis, 3rd Floor, Gurgaon (Near Huda City Centre Metro station)**

<https://forms.gle/CAkdmBXBeqcfSRjj9>



**Register here**

 **OPUS Training and Placement Cell**

 **bharatiplacement\_cell**

# Job Description



## Responsibilities:

- Counselling interested students for admissions.
- Involved in the overall admission process.
- Convert student (enquiry / leads) into admission
- Clarify and handle questions pertaining to course, program selection and career planning
- Maintaining MIS reports

## Skills/Qualifications:

- Minimum 1-2 Internships in marketing and admissions or into sales.
- Excellent verbal and written communication skills.
- Excellent organization and interpersonal skills with a proven track record in building relationships with clients.
- Generating revenue business/inquiries/end to end sales process/counseling students.