



**JOB DESCRIPTION**

<b>JOB TITLE:</b> Admission Officer	<b>DEPARTMENT:</b> Admissions
<b>POSITION REPORTS TO:</b> Senior Manager Admissions	
<b>MAJOR JOB RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Provides admission related information to students and parents.</li><li>2. Receives Continuation and Transfer Forms from the students, gets clearance from Program Coordinator and VP Academics and forwards to the records office.</li><li>3. Prepares admission letters of the successful candidates and prepares orientation kits for them.</li><li>4. Provides support in filing and maintaining data</li><li>5. Helps in designing and developing all promotional material.</li><li>6. Assists manager admissions in programme's promotion and advertizing activities</li><li>7. Assists in participation of education fairs and education expos for promotion of our programs.</li></ol>	