

Inviting Applications for Dean of Admission

NIST University, Institute Park, Berhampur, Odisha-761008, India

NIST University, Institute Park, Berhampur, Odisha (www.nist.edu) is inviting applicants for full-time position of Dean of Admission. This is a senior leadership position supporting full admission process (end-to-end). It includes from analysis and development of admission strategy to coordination with organizations like JEE/OJEE till the end of the registration process for the students in a university environment. It also includes support for the international student admissions.

Key Responsibilities:

Some of the key responsibilities includes (but not limited to):

- Conducting University Entrance Examination,
- Support of Evaluation of Entrance Test and Timely Publication of Result,
- Admission Counselling,
- Follow-up and Relationship Management (CRM) Activities,
- Admission Process Management,
- Communication with Stakeholders,
- Analysis, Policy and Stagey Development, and
- Admission Growth/Development Activities

Qualification and Experience:

The candidate preferably should have a PhD degree in engineering, management or science discipline with proven experience in admission process in a university environment. Proven track record in admission and its growth in a university environment is required. Knowledge of international student admission and its process is a plus. Person is expected to have strong leadership and organizational skills, excellent communication skill, analytical and critical thinking, attention to detail, decision making, marketing and interpersonal skills, and proficiency with digital tools/techniques (e.g., CRM ...) is essential. Person must be self-driven and expected to have clear understanding/good knowledge about current and future trends and demand in different areas. Person shall be involved with strategic decision making in advising university management on the introduction or discontinuation of a discipline based on current and future market trend.

Please submit your application/resume via email at: career@nist.edu with copy to registrar@nist.edu

About NIST University:

NIST University (www.nist.edu), Institute Park, Berhampur, Odisha is a premier research institute in the country today. Nestled in the green hills of Pallur, it is spread over 65 acres of lush green campus with world class academic infrastructure, Center of Research Excellence (CREs) and Global Innovation Centers (GIC), halls of residence, sport complex and other facilities. NIST currently offers various undergraduate, graduate, and Ph.D. program in Engineering, Science, and Management. NIST has research collaboration with Universities around the globe and strong industry academia partnership with multiple industries in different sectors. NIST has been ranked highly in the country by multiple ranking organizations including Govt. of India.

