

Inviting Applications Admission Assistant for the Admission Office at NIST University, Berhampur, Odisha

Position: Admission Assistant (Female)

Number of Positions: 2

Job Type: Full-time

Responsibilities:

1. Lead Follow-Up & Nurturing:

- Engage with prospective students through calls, emails, and WhatsApp.
- Provide timely responses to inquiries and guide students through the admission process.
- Build strong relationships with prospective students and parents to ensure higher conversion rates.

2. Student Counselling & Support

- Counsel prospective students and their parents on academic programs, scholarships, and career opportunities.
- Assist students in making informed decisions about their education and career paths.
- Conduct online and in-person counselling sessions, webinars, and open house events.

3. CRM Management & Database Handling

- Maintain and update prospective student data in the CRM system.
- Track and analyze leads, ensuring timely follow-ups and efficient conversion strategies.
- Generate reports on lead progress, application status, and enrolment trends.

4. Admission Process & Documentation

- Guide students through the application and admission process, ensuring compliance with university policies.
- Support document collection, verification, and submission processes.
- Coordinate with other departments to facilitate a smooth admission experience.

5. Admission Reporting & Support

- Prepare weekly and monthly reports on admission activities and student conversions.
- Identify trends and areas for improvement in lead management and student engagement.
- Assist in planning and executing admission outreach campaigns.

Essential Qualifications:

- Bachelor's or Master's degree in any discipline (preferably in Marketing, Business Administration, or a related field).
- Strong communication and interpersonal skills.
- Proficiency in MS Office, Excel, CRM Tool, and basic data handling.
- Prior experience in admissions, sales, or customer service will be an advantage.



Salary:

- Competitive salary as per industry standards

General Conditions and Guidelines:

Candidates are requested to submit their bio-data along with verifiable records and photocopies of certificates/testimonials with respect to the qualifications and experience.

1. NIST University reserves right to raise the minimum eligibility qualification
2. The recruitment to the above posts shall be on the basis of merit through selections by the duly constituted Selection Committee.
3. Applicants should possess the prescribed qualifications and experience as on the closing date of application as prescribed by the university.
4. The candidates called for interview should report along with copy all the testimonials/certificate along with photo ID.
5. Applicants are required to submit 'No Objection Certificate' as per the service rules of the current employer.
6. All correspondence from the University including interview letter, if any, shall be sent only to the e- mail address provided by the applicant in the application form.
7. Selected candidates will be required to join the posts within one month from the date of issue of the appointment letter unless otherwise permitted specifically.
8. In case of any dispute/ambiguity that may occur in the process of screening/selection, the decision of the university shall be final.

Application Link: <https://forms.gle/TEfaJVBMbQZcVUrYA>

Please submit your application/resume via email at: career@nist.edu latest by 20th March 2025.

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 and expected to expand in other disciplines. 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.

NIST University is an Equal Opportunity Employer