NIST UNIVERSITY nist

Inviting Applications for Dean/Associate 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):

1. Conducting University Entrance Examination

- Overseeing the planning, organization, and execution of university-level entrance exams.
- Ensuring smooth coordination with exam committees, invigilators, and other administrative staff.
- Implementing policies to maintain exam integrity and fairness.
- Utilizing digital and offline modes to streamline exam processes.

2. Support of Evaluation of Entrance Test and Timely Publication of Result

- Supervising the evaluation process to ensure accuracy and transparency.
- Coordinating with faculty members or assessment teams for prompt result processing.
- Managing result verification and addressing discrepancies if needed.
- Ensuring timely publication of results to facilitate the admission process.

3. **International Admissions**

- Developing strategies to attract and support international students.
- Ensuring compliance with global education policies and visa regulations.

4. Admission Counselling

- Providing guidance to prospective students and their parents regarding course options, career prospects, and university offerings.
- Conducting one-on-one and group counseling sessions.
- Assisting students in selecting the right programs based on their aspirations and eligibility.
- Addressing queries related to admission requirements, scholarships, and financial aid.

5. Follow-up and Relationship Management (CRM) Activities

- Engaging with prospective students through various communication channels (calls, emails, WhatsApp, and social media).
- Building and maintaining relationships with school counselors, coaching institutes, and alumni for better student outreach.

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- Implementing CRM tools to track and nurture leads efficiently.

- Developing strategies to improve applicant engagement and conversion rates.

6. Admission Process Management

- Overseeing the entire admission lifecycle, from inquiry handling to final registration.

- Ensuring compliance with university and regulatory admission policies.

- Streamlining application screening, document verification, and offer letter issuance.

- Coordinating with the finance team for fee-related processes.

7. Communication with Stakeholders

- Collaborating with internal teams, faculty, and administrative staff to ensure smooth admission processes.

- Coordinating with external bodies such as JEE/OJEE and other entrance exam authorities.

- Keeping parents and students informed about important admission updates.

- Preparing reports and presenting insights to the university leadership.

8. Analysis, Policy, and Strategy Development

- Conducting data-driven analysis to assess trends in student admissions and demographics.

- Developing admission policies and refining selection criteria to attract quality students.

- Implementing marketing strategies to enhance university visibility and student enrollment.

- Identifying opportunities for process improvements and innovation in admissions.

9. Admission Growth/Development Activities

- Creating and executing strategies to increase student enrollment numbers.

- Expanding outreach programs through school visits, education fairs, and digital marketing campaigns.

- Collaborating with international admission teams to attract global applicants.

- Exploring partnerships with educational institutions, corporate sponsors, and industry leaders to enhance student recruitment.

This role requires strong leadership, strategic thinking, and excellent communication skills to drive the university's admission process effectively.

Qualification and Experience:

- A PhD degree in Engineering, Management, or Science disciplines (preferred).

- Minimum 7 years of proven experience in university admissions with a track record of driving admission growth.

- Strong understanding of domestic and international student admission processes.

- Excellent leadership and organizational skills with the ability to manage and mentor a team.

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- Proficiency in digital tools and CRM platforms for admission management and student engagement.
- Strong analytical and critical thinking abilities for data-driven decision-making.
- Excellent communication, marketing, and interpersonal skills to engage with stakeholders effectively.
- High attention to detail with decision-making capabilities to optimize admission strategies.
- Self-driven professional with a deep understanding of current and future trends in higher education and student demand.
- Ability to advise university management on strategic decisions, including the introduction or discontinuation of academic programs based on market trends.

Please submit your application/resume via email at: career@nist.edu with copy to registrar@nist.edu by 10ᵗʰ 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. 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.

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