

DAV UNIVERSITY

Vill: Sarmastpur, Jalandhar – Pathankot Highway
Jalandhar (Punjab). Tel: 0181 – 2708845



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WALK-IN-INTERVIEW (For Contractual Posts)

(A) Name of the Post: Assistant Manager Admissions (1 Post)

Qualification: Post-Graduate

Job Responsibility: The candidate would be responsible to ensure achievement of admission targets for the undergraduate and post graduate programs. The candidate would be responsible for creating awareness about DAV University.

In addition to the above, he/she should be able to:

- Build, lead and manage the Admission Teams towards meeting the admissions target
- Foster and develop relationships with schools, colleges and consultants.
- Drive promotional events and participate in admissions related events/programmes, on and off campus.
- Relationship management with students/ parents to ensure a smooth admissions process
- Well versed with MS Excel with experience in handling Out/In-campus Admissions and all Admission related tasks for the University or College.

Consolidated Salary: Rs. 30,000/- per month

Initially the Service Tenure will be for One Year

(B) Name of the Post: Admission Counsellor (2 Posts)

Qualification: Graduate / Post-Graduate

Desirable: Excellent Communication skills, Experience of Admission Counselling / Call Centre.

Job Responsibility: Query Handling, Counseling, Campus Visit and other admission related tasks.

Salary: Negotiable

Venue for Interview: Committee Room (Administrative Block)

Date: January 25, 2019

Time: 10:30 a.m.

Please bring all your Certificates/testimonials in original at the time of interview.

Note: No TA/DA is admissible

