



NTPC SCHOOL OF BUSINESS

Mentorship by IIM Ahmedabad

Requires

Admission Officer

NTPC School of Business is looking for Admission Officer with suitable experience for handling admission activities in the school provide all support to Admission in charge of the school.

The detailed job description is as under:

- Emailing letter writing and Counseling aspirants.
- Coordinate production and mailing of all admissions letters and communication as directed
- Perform all data entry with admissions database including inquiries, entry of new student intakes tracking of application and enrolment documents etc.
- Create, maintain and update database of school contacts, including GATE, CAT, MAT and their data base.
- Maintain inventory of admission materials, applications, publications and letterhead as well as prepared admissions information packets.
- Schedule meetings, tours and interviews with prospective families for Admission Chairperson.
- Maintain guest lists & RSVPs, gather and prepare registration materials, staff registration table, assist with reserving, setting up and cleaning up event space, create name tags, obtain and coordinate refreshments and/or catering for all admissions events & open houses.
- Request and maintain contact and detailed information of current student batch.
- Prepare admission files for all applicants.
- Create reports from admission database and Blackbaud as directed, include status reports of admission funnel progression, re-enrolment of returning students and attrition.
- Other duties as assigned by the Director of NSB and Admissions Chairperson.

Qualification & Experience:

- Graduate with Bachelor Degree in any discipline, must have good communication skill, counseling ability and good command over MS Office like Excel, Power-point, MS Word etc.
- Minimum 5 years of experience in B-school admission process.

Age Limit: Max. 35 years as on the last date of application.

Salary & Allowances: Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience. During the contract period or after the successful completion of the contract, if the performance of the candidate is found satisfactory and Institute is in need of such position, Institute may confirm the candidate in a suitable pay scale with or without further probation, depending on duration of earlier contract and performance.

Interested candidates are advised to send their resume at recruitment@nsb.ac.in by **28th February, 2021**