SRI SRI UNIVERSITY
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Vacancy No.: SSUHR/ REC/NT/ 2025/014

Recruitment of Admissions

Sri Sri University invites applications for the below position in the **Admissions Department**.

Positions	No. of Vacancy	Job roles and Responsibilities	Qualification
Admissions Manager	**1**	• Develop and execute state-wise admission targets and plans. • Lead and manage counsellors, tele-calling teams, and admission executives. • Oversee lead follow-up and tele-calling operations to maximize conversions. • Liaise with College Principals, marketing vendors, and consultants for effective outreach. • Monitor ROI and budget utilization; ensure adherence to institutional policies and quality standards. • Plan and implement a monthly outreach calendar, including school and college visits. • Track and analyze the admission funnel (lead → application → fee → admission); publish weekly dashboards. • Enforce a <1-hour lead response SLA and maintain CRM hygiene. • Execute drip marketing campaigns to engage and nurture leads. • Negotiate and manage partnerships and education fairs; ensure deliverables and on-ground readiness. • Verify documentation accuracy and resolve escalations promptly. • Conduct campus tours for visitors and prospective students.	• Graduate with 0–3 years of experience in telesales or tele-counselling (education/edtech preferred). • Confident and clear phone communication with polite persistence and professional etiquette. • Proficient in basic typing and Excel; capable of quick note-taking in CRM systems. • Fluent in English and Hindi; knowledge of a regional language is an added advantage. • Comfortable with shift variations and working on weekends during peak periods.
Admission Executive	**1**	• Support admission calling, outreach, and counselling activities. • Execute end-to-end admission operations and ensure smooth daily workflows. • Act as the on-ground logistics coordinator for events, visits, and outreach programs. • Serve as the custodian of documentation and data accuracy. • Call and WhatsApp leads, qualify them, and log details in the CRM. • Book counselling sessions and confirm student attendance. • Ensure 100% lead capture and accurate tagging of lead sources. • Maintain CRM and trackers; prepare and share end-of-day (EOD) reports. • Coordinate printing, kits, travel, and venue logistics for outreach activities. • Support counsellors during peak admission periods and ensure operational readiness.	• Graduate with 0–3 years of experience in administration, operations, or events. • Proficient in MS Excel / Google Sheets; highly meticulous with data and documentation. • Comfortable working in on-ground event environments and willing to travel locally. • Clear communication skills in English and Hindi; knowledge of a regional language is an advantage.

Admission Counsellor	**1**	• Act as the primary advisor for students and parents throughout the admission journey. • Own the conversion process from enquiry to final admission. • Serve as a program ambassador, effectively communicating key USPs and benefits. • Contact new leads within 1 hour via call, WhatsApp, or email. • Schedule faculty interactions and organize campus tours for prospective students. • Drive application completion and ensure timely follow-ups. • Execute drip marketing campaigns to engage and nurture leads. • Update CRM systems daily, ensuring next steps and follow-ups are clearly logged. • Support outreach events and stalls, addressing on-ground student and parent queries. • Identify and escalate high-potential or at-risk cases to the Admissions Manager promptly.	• Graduate / Postgraduate with 2–5 years of experience in counselling or sales (education sector preferred; freshers with strong communication skills are welcome). • Excellent communication in English and Hindi; knowledge of a regional language is an added advantage. • Empathetic, target-driven, and able to build trust with students and parents. • Comfortable using CRM systems and Excel/Google Sheets; must demonstrate professional email and WhatsApp etiquette. • Flexible to work on weekends and extended hours during admission peak seasons.
Tele-caller	**1**	• Act as the top-of-funnel lead qualifier, ensuring every enquiry is promptly attended to. • Set appointments for counsellors and ensure prospective students are scheduled efficiently. • Serve as the CRM call-disposition owner, maintaining accurate and updated records. • Handle high-volume outbound and inbound calls with professionalism and consistency. • Qualify leads based on program, academic level, admission year, location, and budget. • Book counselling slots and confirm attendance through calls or WhatsApp. • Log call outcomes and detailed notes accurately in the CRM system. • Re-engage cold or dormant leads through approved follow-up messages or calls. • Send standardized WhatsApp and email templates as part of the outreach process. • Prepare and submit daily reports on calls made, appointments booked, and show-ups. • Ensure full compliance with DND regulations and data-privacy norms.	• Graduate with 0–3 years of experience in telesales or tele-counselling (education/edtech preferred). • Confident and clear phone communication with polite persistence and professional etiquette. • Proficient in basic typing and Excel; capable of quick note-taking in CRM systems. • Fluent in English and Hindi; knowledge of a regional language is an added advantage. • Comfortable with shift variations and working on weekends during peak periods.

Salary: As per experience & university norms

How to Apply:

Applicants are requested to submit their applications, using the prescribed application form, with the subject line "**Application for the position (Admissions Manager / Admission Executive / Admission Counsellor / Tele-caller) in the Admission Department** to **jobs@srisriuniversity.edu.in** by **5:30 PM** on or before **November 10, 2025**. Shortlisted candidates will be required to undergo a selection process.

The **application form** can be found on the University's website**: https://srisriuniversity.edu.in/careers/**

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