

Duties and Responsibilities of Admission Consultant

(Updated 19 November 2018)

Reporting Lines:

This position reports directly to the College Director. The incumbent's primary role is to support the College Director in:

- Facilitate the student enrolment process;
- Provide administrative support to facilitate the smooth running of courses;
- Act as the secondary point of contact for students with feedback, suggestions or complaints.

Duties and Responsibilities

- Updating & maintaining the SMS prospective student database;
- Advising students regarding fee payment instalments, key student contract terms & conditions and course schedules;
- Application Fee collection & generation of first payment advice;
- Collecting & collating student documentation for submission to Student Services to facilitate course admission;
- Coordinating all administrative requirements to ensure the smooth running of classes;
- Secondary point of contact for student & lecturer complaints;
- Conduct course previews as and when required;
- Assist the College Director as required.

Requirements

- Diploma or Degree in any discipline;
- Have excellent Communication Skills;
- Be able to work in a fast-paced environment while being meticulous;
- Be self-motivated, pro-active and possess problem solving skills;
- Prior experience, especially in the education sector would be an advantage, though not mandatory, and candidates without experience will be given equal consideration.