

Campus UK Ltd

Job description for the post of a Career Counsellor

Position available	Career Counsellor
Start Date	Immediate
Location	Campus UK Ltd 31 Kamdhar Nagar, 1st Street Mahalingapuram Nungambakkam Chennai – 600 034 Email: chennai@campusuk.com
Website	http://www.campusuk.com
Reporting to	Operations Manager, Chennai

Company Background

Campus UK Ltd is a UK based company specialises in providing British Overseas Education and Counselling in India. The company was started by Mr.Ali Manzoor a British citizen living in UK. He is also the founder and managing director of Seabridge Group, which has been established in the UK since 1996.

The primary business activity of the firm is to promote British Overseas education in India with the objective to take on students to the British Universities and Colleges we represent.

We are vigorously working towards bringing more UK universities and colleges in our portfolio.

We have good business management experience in Chennai and established businesses in London, with the blend of business experience in UK and India we can assure quality services to the Students in the India and the British universities.

Our future plans would include providing students with soft skills training, Personality development programmes etc. We also have plans to expand our overseas education branches to different parts of India and provide similar overseas education services to countries like Australia, Singapore and New Zealand.

We are looking to appoint a Career Counsellor for our Chennai operations.

Job Description - Career Counsellor

The Career Counsellor will provide free and professional advice to any student who is interested in studying in the UK. The position holder will be required to do the following

- Marketing & promoting the represented UK institutions, counselling and recruiting students
- Handling of student applications like registration forms, course applications, visa forms etc.

Main Duties

- Counselling students and parents
- Preparing and presenting marketing promotional materials, advertisements
- Identifying, Establishing and Maintaining good rapport with prospective students
- Handling queries and enquires
- Internet marketing, Web promotions and Data collection
- Correspondence by letter, fax, email or phone with students, UK office, other offices and British institutions
- Helping students in processing student visas and filling British Institutions Application forms
- Maintaining electronic records of students counselled, applications sent to the UK and other office records
- Undertaking work, tasks and assignments delegated by Operations Manager, Chennai

Educational Qualification and Experience

Essential

- A Bachelor Degree from a reputed institution
- 2 years of work experience relevant to counselling and interaction in education/training industry

Desirable

- Experience in marketing and promoting British Overseas Education
- Knowledge about UK and good understanding of UK Education System

Skills required

- Good communication skills and command of spoken and written English
- Very pleasing and friendly personality
- Attitude to counsel and advice
- Good office manners
- Accomplished Telephone manners
- Ability to communicate effectively with colleagues, students and other members of the public of all age groups and social backgrounds
- Good knowledge and understanding of Microsoft office packages, internet and email

Probation period

The post has an initial probation period of 3 months

Working Hours

Monday – Saturday 9.00 am - 6.00 pm

Also, there will be occasions, which will require the post holder to work after 6pm.

Holidays

3 weeks paid holiday per year plus national holidays

Pay Package

The Remuneration will be based on the candidates' ability and experience.

Travel

The career counsellor must be prepared to travel independently to counsel students.

The offer to the successful candidate

The candidate who takes over this position would be offered one week induction and training on UK in general, British Overseas Education, UK Institutions and courses we represent and effective techniques to counsel. On successful completion the candidate would take the role as a career counsellor.

Documents for the Interview

Interviews to be held at Chennai, the dates for the interview will be revealed very soon. If called to interview candidates will be required to bring with them the following.

- All Educational Certificates
- Latest salary from current employer
- Original Passport and copy of photo page
- Two references one reference should be able to tell us more about the candidate particularly about his/her nature of duties and job activities etc.