

**Job Position: Junior Student Counsellor**

Designation	: Junior Student Counsellor
Desirable Experience	: Minimum of 6 months experience
Place	: CampsusUK office in Chennai or Trichy
Interview Location/Time	: To be announced
Working Days	: Monday to Saturday. 9am-6pm
Package in offer	: Industry standard plus incentives on meeting the targets (twice a year)

**Job Description / Responsibilities:**

- To assist the counsellor in the student counselling process to abroad education.
- Effective follow-ups with students and their parents through telephone, emails, SMS, Social media and other electronic media.
- Scanning and uploading student documents and support the application process.
- Supporting and assisting promotional activities. Occasional visit to the colleges.
- Participating in Education fairs and assisting University representative visits.
- Attending telephone calls and daily student walk-ins.
- Maintenance of office records and documentation.

**Desired profile of the candidate:**

- Degree level education is a pre-requisite.
- Understanding of leading English language (IELTS/TOEFL/PTE) formats.
- A confident, friendly and pleasing personality.
- Good written and oral communication skills. Able to communicate at all levels and social backgrounds.
- Quick learner and a Team player.
- Proven track record and success of counseling students to UK and other countries.
- Comfortable in using internet, Google, Facebook, email and Microsoft office packages.
- Good office manners and accomplished telephone manners.
- Ability to achieve the target.