



Academic Counselor

- **Vacancy for:** 1
- **Posted on:** Dec. 5, 2017
- **Deadline:** Dec. 13, 2017, 11:55 p.m.

Basic Job Information

Job Category : Teaching / Education
Job Level : Entry Level
Employment Type : Full Time
Job Location : Gattaghar-15, Madhyapur Thimi, Bhaktapur
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Job Description

- Must have previous experience as a counselor in Study abroad consultancy.
- Establish a relationship of trust with students.
- Follow up with students via emails and phone calls.
- Articulate the counseling program to the students as well as relatives of students.
- Guide students with options in selecting universities or colleges in Australia & USA.
- Help students with application/admissions procedures and documentation (if necessary).
- Assist clients in handling visa and migration procedures.
- Creativity for new strategies and ideas for promotion & business growth.
- Presentation, proposals, reports, contract writing skills.
- Perform administrative responsibilities.
- Nepali typing and Computer knowledge.
- Excellent spoken and written English communication skills.
- Excellent organizational and interpersonal skills.

Ladies are encouraged to apply!

Applying Procedure:

Candidates meeting the following criteria are requested to send their CV to bicm.nepal@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/academic-counselor-9/>

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