



Academic Counselor

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** June 10, 2017, midnight

Basic Job Information

Job Category : Teaching / Education
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

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

Other Specification

- Freshers/Experienced professionals
 - Strong work ethic and commitment to teamwork
 - Possess leadership skills with excellent public speaking, presentation and writing skills
 - Smart and pleasing personality
 - Able to use Microsoft office (Word, Outlook, Excel, and PowerPoint)
 - Candidates must have excellent communication abilities and good English speaking/writing skills
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Job Description

- Provide accurate and adequate information about various courses to the customer to ensure the right guidance
- Provide students with guidance on courses.
- Developing and managing comprehensive academic support to students.
- Assist and guide students on academic goals, course selection, study habits and career selection.
- Assist in development of training modules and programs.
- Coordinate with teachers and center coordinators to develop lesson plans and materials.
- Complete documentation, visa assistance, interview preparation and guidance to the students till visa execution.

NIEC is an equal opportunity employer and does not discriminate on the grounds of religion, caste, ethnicity, gender or any other grounds.

TO APPLY,

Write a brief cover letter and attach your CV and mail to hrm@niec.edu.np You can also drop your cover letter and CV at the front desk of NIEC's head office at Share market Complex, Putalisadak. All applications must reach us on or before the **10th June 2017**.

OR,

Applying Procedure

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

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