



Education Counsellor

- **Vacancy for:** 10
- **Posted on:** Sept. 25, 2018
- **Deadline:** Oct. 26, 2018, 11:55 p.m.

Basic Job Information

Job Category : Teaching / Education > Counseling
Job Level : Mid Level
Employment Type : Full Time
Job Location : Uttardhoka Sadak, Kathmandu, Nepal
Offered Salary : NRs. 25,000.00 - 35,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year
Professional Skill Required : Interpersonal Skills, Marketing, Presentation, Leadership

Other Specification

- Must have completed Bachelor's Degree
 - Candidates must have at least 1-year of experience in the sector directly counselling students and processing for admissions to overseas institutions and visa
 - The ability to communicate in English, Nepali effectively both orally and in writing
 - Excellent interpersonal skills and an ability to work in a team environment
 - Working knowledge of education system and visa documentation for various countries
 - Excellent public speaking, presentation skill and writing skill
 - Presentation, proposals, reports, contract writing skills.
 - BSc/BA in PR, marketing, hospitality management or related field is preferred
 - A team player with leadership skills
 - Candidates age above 27-35 years preferred
 - Driving License with vehicle preferred
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Job Description

- Counsel students regarding educational issues such as course programs selection and career planning
 - Confer with parents to resolve students academic problems and issues
 - The counsellor must oversee all aspects of the visa and immigration service
 - Must ensure that all of the information provided by the student is accurate and correct, preparing and checking all legal documents
 - 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)
 - Creativity for new strategies and ideas for promotion & business growth
 - Perform administrative responsibilities
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Applying Procedure

Apply Link : <https://merojob.com/education-counselor-46/>

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