



## 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

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### Job Specification

Education Level	: Bachelor
Experience Required	: More than or equals to 1 year
Professional Skill Required	: Marketing, Interpersonal Skills, Leadership Skills, Presentation Skill

### 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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