JOB DESCRIPTION

Position available: **Education Counsellor – USA**

Number of Positions: **1**

Location: **Chennai**

How to apply:

Please send your application to-
hr@StudyOverseasglobal.com

Your application should include-

1) A brief covering letter explaining why you are suitable for this position.
2) An updated Curriculum Vitae (with scanned passport size photo) outlining your work experience, education background, current/last drawn salary, at least two referees and notice period required to join (if any).

Salary and benefits:

Study Overseas offers a competitive salary structure as per the experience and profile of the candidate. In addition, a bonus structure is offered to staff *based on performance* on the job.

Documents required for interview:

Shortlisted candidates will be required to bring with them:

1. Original and one set of copies of Educational Qualification Certificates
2. One passport size photograph
3. Latest salary statement from current or last employer and the latest IT return
4. Advice referees listed in CV that they will be contacted by phone, email or letter for a reference.

COMPANY PROFILE

STUDY OVERSEAS is one of India's largest education consultancies providing free and fair counselling to students aspiring for further education in UK, Australia, USA,Canada, New Zealand, Singapore, Switzerland, Dubai and Ireland. The company represents over 150 educational institutions globally and has a network of 14 offices in India at 12 prime locations.

Study Overseas presently has offices at Ahmedabad, Bangalore, Chandigarh, Chennai, Coimbatore, Hyderabad, Indore, Kochi, Mumbai, South Mumbai, New Delhi, North Delhi, Pune and Vizag with ongoing expansion plans.

ROLE OF POSITION

The post holder will provide free professional advice and guidance to students interested in studying in the USA and Canada. S/he will work to specific targets set by the Office Manager and his/her performance will be judged on the same. The ideal candidate will have a strong interest in working with people and be highly motivated, result-orientated with a strong interest in marketing.

PROBATION PERIOD

3 months.

LINE MANAGEMENT

The Education Counsellor reports to the Office Manager

MAIN DUTIES

- Advising potential students on education opportunities in the USA, Canada
- Advising students on application procedures, visa applications, applying for accommodation and preparing students for their studies in the USA, Canada & other countries
- Assisting with activities to promote USA , Canada & other countries in education institutions represented by the Company.

- Maintaining accurate ledger and computer records of students counselled and applications sent to the USA, Canada & other countries. Liaising with students, other offices and client institutions.

- Undertaking project work as decided by the Office Manager , Senior Heads or the Director of Indian Operations.
- Assisting with the general running of the office to ensure smooth operations.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Graduation or Post Graduation in any field.
- At least 2 years of experience in counseling for USA & Canada institutions.

SKILLS REQUIRED

- Result-orientated and able to work under pressure to achieve targets.
- Excellent command of spoken and written English as well as the local language.
- An ability to communicate effectively with colleagues, students and other members of the public of all age groups and social backgrounds.
- Ability to learn on own initiative and research best study options for students.
- Flexibility over working hours
- Strong IT skills.