



# ST JOSEPH'S UNIVERSITY

## ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

### STAFF RECRUITMENT 2023

Applications are invited for:

Interested candidates for the following non-teaching post should fill out the Google Form (link provided below) and upload their CV and a Cover Letter as attachments to the form. The Google Form should be submitted on or before **Sunday, 17<sup>th</sup> December 2023**.

Google Form link: <https://forms.gle/yNyw37NYUSNDVV7v9>

#### ADMISSIONS OFFICER

**Qualification:** A Postgraduate Degree in any discipline.

**Requirements:** The candidate must have relevant work experience of at least 2 years, strong communication skills in English and Kannada, both written and spoken with proficiency in Microsoft Office Suite (Word, Excel etc...)

**Purpose and Summary:** The post-holder is responsible for managing, facilitating and setting in place mechanisms for the smooth and efficient conduct of the University's Admissions processes, from the advertising of admissions for the academic year to the document verification of the new admits, in compliance with the Admission Policy of St Joseph's University. The undergraduate admissions process is particularly time-pressured, with busy periods in several months of the year. The post-holder is responsible for ensuring these processes are executed accurately and efficiently to the highest possible standard for admissions candidates. In order to perform the duties of the post, the post-holder will be required to liaise effectively with a wide range of people, including academic and administrative colleagues in the University, admissions candidates and those who support them.

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