



The Shri Ram Universal School (TSUS) is Hiring: Admission Counsellor (4–8 Years Experience)

Location: Kiwale (near Ravet), Pune | Mode: Full-time

About the Role

TSUS is seeking a dynamic Admission Counsellor who can build meaningful connections with prospective families and guide them through the admissions journey. From handling enquiries and campus tours to counselling parents and supporting enrolment initiatives, you'll play a key role in showcasing our school's values and helping families make informed decisions.

What You'll Do

- To share the admission process with prospective parents
- To address the queries of prospective and existing parents
- To keep a track record of the appointments of prospective parents with the Principal
- To facilitate the entire admission process
- To arrange for parents' orientation with the concerned authorities
- To maintain a record of students' data, registration, admissions, and withdrawals
- To collaborate with the concerned coordinators to organize presentations, information sessions, etc.
- Preparing MIS on the walk-ins to conversions; Admission v/s budgets, etc.
- Maintaining a record of the follow-ups/walk-ins received and sharing with the management & marketing teams
- Maintain all school-related required information to be shared with prospective parents as one point of contact
- To be updated with all school activities/events for sharing of the same with prospective parents
- To maintain records/leads generated from advertisement responses
- To facilitate the withdrawal process
- Ensure timely notices/circulars related to admissions and withdrawals are sent to all parents
- Planning various marketing activities to obtain visibility for the School
- Visiting pre-schools in the area to gain visibility and obtain data on prospective parents.
- Visiting pre-schools in the area and exploring opportunities for tie-ups.
- Establish contact with industries / MNCs in the region to gain visibility for the school and reach out to prospective parents
- Contacting prospective parents via emails and cold calls.
- Making competitor visits to gain a better understanding of the competitor offerings, pricing, and USP's

Requirements

- 4–8 years of experience as admission counsellor, client satisfaction
- Education: Bachelor's degree (any discipline).
- Basic knowledge of computer and the internet
- Good communication skills (verbal & written).

Why Join Us?

At TSUS, you'll do more than manage admissions, you'll help families find the right learning environment for their children. Join a passionate team, represent a trusted educational brand, and play a key role in shaping the future of young learners while growing your own career.

Apply Now: Email your resume to hr@tsuspune.com

Visit: www.tsuspune.com