

Job Title:	Admissions & Student Affairs
Position Scope:	Manage GMI's admissions and outreach activities, along with contributing to the functionality of the ongoing programs
Position:	Full-Time
Start Date:	July / August 2017
Location:	Greater Noida
Salary:	Commensurate with the education, skill set and experience
Work Experience:	Preferably 1-3 years of relevant experience
Skill Requirements:	Educational, Management or related fields

Key Responsibilities:

- Serve as the primary contact person for the admissions office in person, telephone, and mail and help administer the admission process from start to end
- Work with the senior management team to design and implement admissions and scholarships process, timelines and associated documents, forms, policy handbooks
- Develops or assists in the development, production and implementation of program advertising, promotional flyers and related initiatives as well as social media outreach activities
- Ideate, design and implement induction program for students as well as faculty at the beginning of the semester
- Provide administrative assistance to the Academics Team during faculty recruitment and on-boarding process
- Provide assistance to the Academics Team as required to ensure smooth functioning of the various programs
- Coordinate and administer support to enrolled students for any of their concerns or queries during the program
- Collect and analyze statistical data, and develop reports, reporting systems, instruments, mechanisms, and standards designed to evaluate effectiveness of admissions process, programs and services
- Identify and implement various engagement activities for students and faculty during the program as well as celebrations
- Manage and regularly update content on social media - website, facebook, instagram, twitter, snapchat - primary point of contact for all social media handles
- Provide logistics and administrative support during planning and organising of various on-campus and off-campus events, workshops, etc
- Liaison with media, vendors, etc for all the events, workshops, etc

Essential Criteria:

- Strong interpersonal and communication skills in both, English as well as Hindi
- Ability to work effectively with a wide range of constituencies in a diverse community
- Ability to gather data, compile information, and prepare reports
- Skill in organizing resources and establishing priorities
- Ability to create, compose, and edit written materials
- Adept at managing and holding social media handles
- Ability to foster a cooperative work environment

Desirable Criteria:

- Knowledge of general accounting principles
- Knowledge of college-level student affairs and student services principles and practices
- Relevant experience in the field of music education

Applications with CV and portfolio may be sent to: **hr@globalmusicinstitute.in**

Only shortlisted candidates will be contacted

Last Date of Receipt of Applications: 31st July 2017

Global Music Institute Pvt. Ltd. reserves the sole right to alter/modify/cancel the entire selection process or the position or the vacancy or to disqualify any candidature at any stage of the selection process.

Global Music Institute Pvt. Ltd. reserves the right to fill or not to fill any or all available positions. The requirements of minimum qualification and/or experience may be relaxed in the case of candidates with outstanding credentials.

No correspondence will be entertained from candidates regarding any delays, conduct & result of interview and reasons for not being called for interview.