

POSITION DESCRIPTION FOR OCJ OPENINGS

Job Name	Admissions Coordinator		
Job Supervisor	Anju Hariharan		
No Of Positions	25		
Job Department	Admissions		
Hours to be Worked Weekly	20		
Daily working TimeSlot	Monday to Sunday ;10am to 6pm		
Job Start Date	12-01-2026	Job End Date	31-08-2026
Job Location	In- Campus		
Last Date for Receiving Applications	01-12-2025		
Job Description	In person/on phone counselling; Campus tour management;Email correspondence;On campus event management;Handling admission related queries .		
Skills Required	Excellent command over English; Team work and coordination; Well informed about various activities on campus;Eye for detail,organization and diligence		
Job Responsibilities	In person/on phone counselling; Campus tour management;Email correspondence;On campus event management;Handling admission related queries		

Shiv Nadar (Institution of Eminence Deemed to be University).