

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).