



B.S. Abdur Rahman

# Crescent

Institute of Science & Technology  
Deemed to be University u/s 3 of the UGC Act, 1956

## **JOB DESCRIPTION**

### **Job Description for Director (Admissions):**

#### **Job Purpose:**

To attract students to the institute by proper planning strategies; promoting the institute Nationally and Internationally for student admission; directing the staff working under Admissions Office to handle parents and students smoothly and hassle free.

#### **Required Skill Sets:**

Director of Admissions must be a superb leader and excellent communicator. He/she must be extremely organized and detail-oriented as well. Dependable, hardworking and possessing strong work ethics are also vital

#### **Duties and Responsibilities:**

- To Plan and implement various strategies to attract quality students and enhance the number of admissions years on year.
- To work in tandem with Vice Chancellor, Registrar and Deans to set criteria and standards for admission.
- To organize tours around campus to potential students and their parents to showcase the infrastructure facilities and the expertise of faculty.
- To guide Chief Marketing Officer to organize exhibition and open house for school students and their parents at BSAU Campus and other places.
- To plan and execute student admissions from various parts of the country and from abroad.
- To organize visit to school campuses and polytechnic colleges to provide potential students with information about the academic programme.
- To assist Chief Marketing Officer to create marketing materials like brochures, pamphlets, banners, merchandise, hoardings, etc.
- Support Chief Marketing Officer to finalize materials for newspaper advertisement, education fairs, digital media.
- To supervise the staff working in the Admissions Office and motivate them to bring out their best.
- Ensure adequate hospitality extended to the parents and students at the time of admission.

- Coordinating the activities of staff members involved during admission session.
- To arrange standard question papers for entrance examination, schedule the online Entrance Examination dates and over-see the smooth conduct of the examination.
- To coordinate the evaluation of Entrance Examinations and to prepare Merit List of candidates based on 12<sup>th</sup> standard MPC marks and Entrance Examination Marks.
- To schedule the counseling of students and parents and complete the admission process smoothly.
- Finalize scholarship for deserving and quality students.