

Post Name

Manager/Sr. Manager- Admission

Introduction

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

Roles & Responsibilities

The recruit shall be responsible for:-

Student Recruitment:

- Develop and implement strategies to attract prospective students to the institution.
- Plan and participate in recruitment events, such as open houses, information sessions, and education expo/fairs.

Admissions Procedures:

- Oversee the admissions application process, ensuring that it is clear, efficient, and in compliance with institutional and regulatory standards.
- Manage the collection and evaluation of applications, including transcripts, test scores, and other required documents.

Admissions Staff Management:

- Supervise admissions staff, providing leadership, training, and support.
- Assign responsibilities and set performance expectations for admissions team members.

Admissions Criteria:

- Establish and communicate admission requirements, including academic prerequisites and other criteria.
- Ensure that the admissions process is fair, unbiased, and adheres to applicable laws and regulations.

Application Review:

- Oversee the evaluation of applicants based on established criteria and requirements.
- Participate in the review of more complex or borderline cases.

Communication:

- Respond to inquiries from prospective students and their families regarding the admissions process, requirements, and available programs.
- Maintain communication with applicants to keep them informed about the status of their applications.

Enrollment Management:

- Monitor enrollment numbers, including incoming class size, to ensure that the institution meets its enrollment goals.
- Develop strategies to meet enrollment targets, including yield initiatives.

Data Management:

- Maintain accurate records and data related to admissions, including application statistics, demographics, and admission trends.
- Generate reports and analyze admissions data to inform decision-making.

Collaboration:

- Collaborate with academic departments, financial aid, and other relevant departments to streamline admissions processes and ensure a seamless transition for accepted students.

Admissions Events:

- Plan and coordinate admissions events, such as campus tours, interviews, and orientation programs.
- Ensure a positive experience for prospective students during these events.

Compliance and Regulations:

- Stay informed about relevant laws and regulations governing admissions, including those related to non-discrimination and affirmative action.
- Ensure the institution's admissions practices are in compliance with these regulations.

Marketing and Promotion:

- Work with the marketing team to promote the institution and its programs to potential students.
- Develop and maintain marketing materials and publications related to admissions.

Decision Communication:

- Notify applicants of admission decisions and provide guidance on enrollment steps for accepted students.

Scholarship and Financial Aid:

- Collaborate with the financial aid office to facilitate the awarding of scholarships and financial aid to eligible students.

Diversity and Inclusion:

- Promote diversity and inclusion in the admissions process and ensure that underrepresented groups are encouraged to apply and are supported throughout the process.

Qualification

Any Graduate/Post graduate with minimum 55%.

Experience

Sr. Manager: Min. 10 years of experience

Manager: 8-10 years of experience

Skills

- Effective time management skills to handle multiple tasks and priorities.
- Strong leadership abilities to inspire and guide the admissions team, set objectives, and lead by example.
- Skills in assessing the effectiveness of marketing and recruitment efforts and making adjustments based on results.
- Strong organizational skills to maintain accurate records, track applicant documents, and manage application materials.

Reporting

Director (Administration) , GSFCU

Remuneration

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- A. The core salary
- B. PF as per applicable statutory norms

Other Benefits

- Group Medclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

Selection Procedure

Stage 1 - Written Ability Test

HR will conduct a written ability test of all present candidates. As a part of the procedure, Candidate will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will

be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30. Only qualified candidates shall be invited for the further rounds of selection procedure.

Stage 2 –Personal Interview

Interviews of the short listed candidates will be conducted by the committee Members.

HR shall also share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same in advance or on the interview date. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the committee members during the interview (if required).

Tenure of Appointment

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non-Teaching staff.

Location

Vadodara, Gujarat.