



C.V. Raman Global University

Bhubaneswar - 752 054 (Odisha)

<https://cgu-odisha.ac.in/>

Mail us at: recruitment@cgu-odisha.ac.in; Contact: +91 9040930328

Job Description of Student Admission Counsellor

Who We Are

C.V. Raman Global University (CGU), Odisha started in 1997 as a degree-level engineering college, named as C.V. Raman College of Engineering (CVRCE). With 25 Centres of Excellence set up in collaboration with industry leaders across the board, the university today has over 20 start-ups working under its AIC & TBI incubation centre.

Our Accreditations:

- Within top 100 Engineering Institutions in India by NIRF (National Institute Ranking Framework), MHRD, and Govt. of India during 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023 & 2025.
- Recognized as S.I.R.O (Scientific and Industrial Research Organization) by D.S.I.R., Government of India.
- CGU awarded “Skill Champion” by Govt. of Odisha in 2023
- CGU awarded Higher Education Excellence award by FICCI in 2022
- As per Times Engineering Survey (2022), CGU secured a notable position among the top engineering colleges in the country, ranking 35th among the top privately run engineering institutes nationwide and 4th in the eastern region.
- The University was recognized as a "PERFORMER" in the "University & Deemed to be University (Private/Self-Financed) (Technical)" category in the Atal Ranking of Institutions on Innovation Achievement (ARIIA) 2021, a flagship program of the Ministry of Education, Government of India.

Notable Awards and Honours:

- In the field of research, the University received grants over 5 crores in 2022.
- Ms. Manisha Padhi, alumni of CGU have been appointed as the ADC to The Hon'ble Governor of Mizoram in 2023 and became the first ever female to hold the position.
- Ms. Swagatika Mohanty, Civil Engineering (2013-17), has bagged the 15th rank in Odisha Civil Services Exam in 2023 and is now a functional, respectable, responsible OAS.
- Safia Aktar, Anshu Kumar, and Radhika Rani Panda won the 1st prize at “10-Hour Women Hackathon” organised by Trithon Triplets 2k23.
- Abhishek Kumar, B. Tech (ECE) awarded the Visweswaraya Prativa Puraskar at Odisha Technological Conclave, 2023.
- Mr. Praveen Giri won the Silver Medal in the area of Water Technology at World Skills, Stuttgart, Germany, 2022.
- Mr. Subrat Patel won Medallion of Excellence in the area of Restaurant Services at World Skills, Stuttgart, Germany, 2022.



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- 9 students represented India in World skills 2022 in 7 various Skills.
- CGU won Smart India Hackathon (SIH) 2022 in Software Edition.

What We Offer

- Undergraduate Courses: 28
- Postgraduate Courses: 33
- PhD Programs: 15

Where You Come In

We are seeking a highly motivated and knowledgeable Student Admission Counsellor to join our team under the direct supervision of the Head of the Department of Admission. The ideal candidate will assist prospective students through the admission process by providing guidance, information, and support to ensure a smooth and successful application experience. The Admission Counsellor will work closely with the Head of Admission to evaluate prospective students' qualifications, promote the institution's programs, and help students make informed decisions about their educational goals.

Supervision Details:

- Immediate Supervisor: HOD (Admission)
- Indirect Supervisors : President, Vice-President, Vice-Chancellor, Pro Vice Chancellor, CFO, Registrar
- Working Relationship: HODs of all departments, All teaching & non-teaching staff
- Work Schedule: Monday to Saturday
- Salary Information: Salary commensurate with qualifications and experience
- Job Location: Bhubaneswar campus of CGU

Duties and Responsibilities:

The Student Admission Counsellor will carry out tasks as outlined below under the supervision and instruction of the Head of the Department and under his direct supervision. The following responsibilities must be completed efficiently and within the given deadlines.

1.Counselling and Guidance:

- Provide one-on-one and group counselling to prospective students regarding admission requirements, course offerings, eligibility criteria, and career opportunities.
- Assist students and their families in navigating the admission process, including application submission, documentation, and deadlines.



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- Offer expert advice on the most suitable programs based on students' academic background, interests, and career goals, following guidance provided by the Head of Admission.

2.Admissions Processing:

- Review and evaluate student applications to ensure they meet admission criteria.
- Communicate with students to request any missing information or documents, based on the specific instructions provided by the Head.
- Coordinate with various departments to process and track applications from submission to decision, under the guidance of the Head.

3.Outreach and Marketing:

- Represent the institution at events such as college fairs, school visits, webinars, and virtual counselling sessions to promote programs and attract prospective students.
- Develop and distribute promotional materials related to admission requirements, deadlines, and events, based on strategies and guidelines.
- Maintain and update the admissions website and social media platforms with relevant information, following the guidance and direction of the Head.

4.Communication and Follow-Up:

- Respond to inquiries via email, phone, and in-person meetings promptly and professionally, following the instructions and priorities set by the department.
- Keep prospective students informed about the status of their applications and provide timely updates.
- Follow up with applicants to encourage completion of the admission process and provide additional information as needed.

5.Record Keeping and Reporting:

- Maintain accurate records of student interactions, applications, and admission decisions, as per the guidelines set by the department.
- Prepare reports and analysis on admission trends, conversion rates, and prospective student feedback to help improve strategies.
- Ensure compliance with institutional policies and procedures related to student admissions.

Desired Skills:

- Strong communication and interpersonal skills to effectively engage with students, parents, and staff, providing clear guidance throughout the admission process adhering to the admission guidelines.
- Excellent organizational and time management abilities to handle multiple tasks, deadlines, and inquiries efficiently.
- Proficiency in technology with a deep understanding of admission policies and cultural competency.

Who Are We Looking For

- Minimum 2 years of working experience in relevant field
- Minimum Qualification of Graduations/Master's with a 60% career marks throughout



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What We Expect from You as the Student Admission Counsellor

We expect the Student Admission Counsellor to effectively guide prospective students through the admission process by providing clear, accurate, and timely information about programs, requirements, and deadlines. The counsellor should demonstrate excellent communication and interpersonal skills, offering personalized support to help students make informed decisions. Organizational skills are crucial to manage multiple applications and follow-ups. Additionally, we expect the counsellor to engage in proactive outreach, represent the institution at recruitment events, and stay up-to-date on admission policies. A collaborative attitude and problem-solving approach are essential to ensure a smooth and positive experience for both students and the institution.

For more details, visit us at <https://cgu-odisha.ac.in/>.



Want to be a part of Our Organization?

Please write to us and share your updated CV/ Resume at recruitment@cgu-odisha.ac.in and apply on <https://recruitment.cgu-odisha.ac.in/>. We eagerly await to hear from you.