PSGR Krishnammal College for Women – Coimbatore
Location: Coimbatore, Tamil Nadu
Employment Type: Full-Time
About PSGR Krishnammal College for Women
PSGR Krishnammal College for Women, a premier autonomous institution, is dedicated to empowering women through quality education. With a legacy of academic excellence and holistic development, we seek professionals who are passionate about helping prospective students make informed decisions on their academic journey.

Post Available:- Admission Counselor
Key Responsibilities
· Engage with prospective students and families, understanding their educational aspirations and advising them on suitable programs and opportunities available at PSGR Krishnammal College.
· Conduct detailed, personalized counselling sessions in person, over the phone, and via email, addressing inquiries about courses, fees, scholarships, campus facilities, and career prospects.
· Coordinate with various departments to stay updated on program offerings, admission requirements, deadlines, and changes in policies.
· Organize and participate in admission events, webinars, open houses, and education fairs to enhance outreach.
· Maintain a comprehensive record of student inquiries, follow-ups, and feedback using the admissions CRM system.
· Provide feedback and insights from prospective students to the management to aid in strategic decisions related to student recruitment and marketing.
Required Qualifications and Skills
· Bachelor's degree in any discipline (Master's preferred) with a background in Psychology or a diploma in Psychology.
· Completion of IC3 counselling training.
· Minimum of 2-10 years of experience in higher education admissions counselling, student counselling in an educational Institutions.
· Strong interpersonal, communication, and presentation skills.
· Excellent organizational and time-management abilities.
· Familiarity with admissions procedures, CRM systems, and proficiency in MS Office applications.
· Demonstrated ability to work independently and as part of a team with a student-focused approach.
· Excellent organizational and time-management abilities.
Application Process
Interested candidates may submit their resume and a cover letter detailing their relevant experience to hrd@grgeducation.com with the subject line "Application for Admission Counselor Position"
Join us in shaping the future of our students at PSGR Krishnammal College for Women!
Job Types: Full-time, Permanent
Benefits:

- Provident Fund

Pay: ₹22,000.00 - ₹28,000.00 per month

Work Location: In person
Only shortlisted candidates will be contacted.
Job Types: Full-time

Apply Mode: Email Organization website: www.psgrkcw.ac.in

How to Apply: Interested and Eligible candidates request to send their Resume and cover letter to the following Email Address.

Email Address to Apply: hrd@grgeducation.com

Address: PSGR, Krishnammal College Women, Avinashi Rd, Peelamedu, Coimbatore, Tamil Nadu 641004
Phone: 0422 429 5959



Dr. P. B. Harathi

Principal