

**Administrative Staff College of India under the  
Dr Kakarla Subbarao Centre for Health Care Management  
Post Graduate Diploma in Management (Hospital Management)**

**Administrative Staff College of India under the Dr Kakarla Subbarao Centre for Health Care Management runs a full time Post Graduate Diploma in Management (Hospital Management) (PGDHM) for the last eighteen years.**

Applications are invited for the following position:

**Student Counselor**

**Qualification:**

**Essential Qualification:** Any Graduate from reputed institutions

**Desirable Qualification:** Post-Graduate Degree / Diploma in Management with specialization in Marketing

**Roles & Responsibilities:**

- Drive the Lead generation process by nurturing and engaging the leads for Program.
- To follow up and help in the conversion of leads to admissions.
- To support the leads with all information on program and admission process
- To maintain regular follow-up with leads through phone calls, emails, and other communication channels to nurture their interest and address any further inquiries.
- To update and maintain accurate records of interactions and communications with leads
- Preparing and maintaining the details of the students' data and taking regular follow up for the admission.
- Responsible for achieving 100% targets assigned by the Program Director and Admissions Officer

- Will work under the overall guidance of the Dean of Training Programs & Director, Dr Kakarla Subbarao Centre for Health Care Management and Admissions Officer, PGDM (Hospital Management)

**Knowledge, Skills, and Abilities:**

- Strong communication skills (Persuasive - Convincing Influencer)
- 2-3 Years experience in tele calling/counselling or direct sales in education industry.
- Strong interest in talking to people about career, programs, jobs and being able to convince.

**Age: Minimum 27 years**

**Remuneration:** Consolidated salary of Rs 30000 -35000 as per experience

**Job Location:** Hyderabad, Telangana

**Deadline for Applying:** The last date for receipt of applications is 15<sup>th</sup> December 2023

Interested candidates can send as soft copy their applications attaching detailed resume, expected salary, previous salary details and names and contact details of three references to:

Director

Dr Kakarla Subbarao Centre for Health Care Management

Administrative Staff College of India

College Park Campus, Road No 3, Banjara Hills, Hyderabad – 500 034

Phone: 040 – 66720712

Mobile: 9989436331

Email: subodh.kandamuthan@gmail.com, subodh@asci.org.in