

**Administrative Staff College of India  
DrKakarla 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) for the last nineteen years.**

Applications are invited for the following position:

**Admissions Coordinator/Manager, PGDM (Hospital Management)**

**Qualification:**

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

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

**Job Description :**

- 1 Responsible predominantly for measurable results in admissions of students pursuing AICTE-approved ASCI Post-Graduate Diploma in Management (Hospital Management) ;
- 2 Liaison and work in close coordination with stake holders (educational institutions (medical, dental, pharmacy, physiotherapy, paramedical, science and arts colleges etc., hospitals, healthcare organizations etc.,) for admissions ;
- 3 Visit to Colleges regularly both in Hyderabad and other cities for potential admissions and Conduct regular events to increase visibility of the Hospital management program. Interact with potential students, parents and also will be responsible for coordinating all admission Data sources and planning, coordinating and overseeing promotional events, campus tours, student interviews, and admissions activity initiatives process of PGDM (Hospital Management) program ;
- 4 To maintain regular follow-up with leads through phone calls, emails, and other communication channels to nurture their interest and address any further enquiries ;
- 5 To update and maintain accurate records of interactions and communications with leads ;
- 6 Preparing and maintaining the details of the students' data and taking regular follow up for the admission ;
- 7 Guiding the students for the loan processes and other fee related queries and processes ;
- 8 Responsible for achieving 100% targets assigned by the Program Director and Admissions Officer ;
- 9 Pleasing and outgoing personality and ability to work in teams ;
- 10 Willingness to travel both in Hyderabad and out station whenever required ;
- 11 Will work under the overall guidance of the Dean of Training Programs & Director, Dr Kakarla Subbarao Centre for Health Care Management.

**Expected Profile and Essential Experience:**

- a At least five years of hands-on experience in a similar role-responsibility in an established and reputed academic institution ;
- b Demonstrated knowledge of Health/Hospitals etc., or will be added advantage ;
- c Good proficiency in the use of MS Office (Word,Excel, PowerPoint) ; Excellent oral and written communication skills ;

**Age :**35-45years

**Remuneration:** Consolidated salary of Rs 50000-60000. Not a constraint for the right candidate with experience.

**JobLocation:** Hyderabad, Telangana

**Deadline for Applying:** The last date for receipt of applications is 22<sup>nd</sup> December 2024

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 in the CV format below :

For apply:

- [Click here \(for application format\)](#)

To :

The Director  
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