



Job Description

Job Position: Office of International Affairs at Career Point University, Kota (Rajasthan)

Job Title: Manager of International Affairs & Tie-ups

Required Qualification: Post Graduate

Relevant Experience: at least 5 years in managing institutions abroad.

Main Objective: Directly responsible for establishment of OIA, admissions of International students, their operations, Planning and execution of OIA SOP's. Responsible for all International student related govt. compliance and marketing. Collaboration & exchange programs with universities across the globe.

Roles & Responsibilities:

1. Marketing & Business Development

- Responsible for the admission and ongoing support to students from a portfolio of countries.
- Generating revenue each year, these students are an essential source of income for the institution.
- Building relationships with foreign institution / embassies in collaboration for projects, Student Exchange Program on behalf of Career Point University.
- To liaise with partner universities in different countries and to identify and build opportunities for partnership activities.
- Own and manage all the events / exhibitions / fairs & other marketing activities end to end within and outside campus.

2. Planning & Policy Development

- Planning, forecasting and analyzing Market demand and student Trends.
- Planning & execution of standard operating procedures.
- Ensuring student's smooth arrival, settlement and beginning of the program at CPU after admission.
- Planning and formations of International student policies, scholarship policies, Agent payment slabs and other operational policies with the concern and confirmation of Director.

3. Operational & Other support

- Establishing and maintaining good rapport with prospective students.
- To ensure necessary documentation related to admissions & Visa.
- Assist foreign students in visa procurement, visa extension and other visa related enquiries.
- Ensuring FRRO compliance for our International students.
- Handling personal & academic grievances of incoming students.

Desired Skills

- ✓ Relationship skills
- ✓ Interpersonal & influencing skills
- ✓ Excellent communication skills
- ✓ Leadership skills
- ✓ Negotiation skills
- ✓ Management skills
- ✓ Problem solving skills

How to Apply: <http://bit.do/oiacpu>