

Job Title: Program Advisor (IITB-WashU EMBA)

Employment Type: Full Time

Location: IIT Bombay, Powai, Mumbai

Application Deadline: 10th January 2023

We are looking for ambitious and talented Learning Consultants. They will play a key role in advising prospective EMBA students of IIT Bombay-WashU joint degree.

Roles and Responsibilities:

- Build and manage pipeline for high end education program.
- Provide in-depth and customized information to prospects who enquire about the program through phone and email
- Ensure discussions with potential students are updated in real time.
- Responsible for adherence to processes, tools, and data management
- Individual-contributor role
- Participate in feedback meetings

Key skills and qualifications:

- A Graduate in any Discipline
- Preferred candidates who have experience working with Premier Educational Institutions/Universities in India.
- Excellent verbal, and written communication, listening and data analysis skills
- Good phone / Video call presence
- Proficiency with Microsoft Excel and Salesforce.com
- Ability to reach out to a substantial number of potential prospects in a fast-paced environment, while making meaningful conversation.

Kindly send your update CV on hr@iitb-wustl.org