

University Connection (UC) is a brand of EduShilla University Connection Private Limited, an organization that has been established with the single-minded focus of providing unbiased, knowledge-centric facilitation to undergrad and postgrad students wanting to join top colleges and universities abroad.

University Connection would like to appoint a **Research Counselor / Student Success Manager** to provide academic, college and career counseling in accordance with the educational services formulated at University Connection.

This is work-from-anywhere opportunity.

Job Description:

- Facilitate students' mentorship towards identifying their educational, college and career goals; help them to formulate written plans for future advancement
- Develop and periodically update the mentoring services at University Connection
- Maintain Student profiles and conduct research along with other Research Counselors and the Key Mentor
- Prepare and execute workshops on college admissions, career planning, and skills for smaller groups online or within schools
- Stay updated on the country specific application processes
- Set student milestones and conduct periodic one-on-one meetings with students and parents on the progress of those goals.
- Hand-hold students during the filing of college applications, scholarships and the financial aid forms
- Research and inform students about college / scholarship / career opportunities
- Create timelines and schedules as per the students' needs and regularly update them on company's task management software.
- Identify credible opportunities for profile-building and student growth and contribute to the University Connection partner list
- Provide individual and group counseling on various themes related to academics and beyond.
- Monitor the academic progress of students enrolled with UniversityConnection and schedule timely parent-counselor meetings
- Provide interpersonal and life management skills counseling as deemed necessary during the course of the mentoring process
- Collaborate and work with the team of researchers and counselors to create any written, online, video content in order to communicate the unique services at University Connection
- Work alongside the admissions / marketing team to help guide leads / referrals and school administrators on how the team at University Connection can help them
- Focus on creating success stories for students and for the organization
- Develop relationships, pitch and present University Connection to schools and institutions for synergistic services and propelling the UC mission forward

Job Requirements:

- Extremely high respect for work-from-anywhere as a privilege to become a leader in your role with integrity.
- Masters' qualification in any discipline
- 3-5 years of experience (preferably working and providing counseling services to school students and parents)
- Excellent verbal and written communication skills. You must enjoy writing and creating an archive of learning material to share with your students.
- Enthusiasm towards self-growth, education, work, patience and self-control
- Astute knowledge of careers and college planning especially for international universities is desirable not mandatory.
- Knowledge of adolescent development and youth development principles will be helpful.
- Digital-first mindset with a good hold on technology, online collaboration and social media channels will be helpful.
- Ability to work under tight timelines with calm composure is imperative.
- Keen eye for detail, ability to prioritize work and manage multiple feedback loops.
- Value outstanding customer service and the advantages of working in an online environment with a growing organization.

Top Gains from this Role:

- The role is pivotal to University Connection and will be a unique opportunity for the person designated to explore the education sector within India and abroad and work with some of the most talented students in the country.
- Expand your international university and school network along with an understanding of strategies for student success.
- She / He will get a chance to associate with the diverse individuals on education guidance and mentoring and find ways to help link students with some of the best universities in the world.
- Get exposed to e-learning, EdTech and personal growth opportunities in the education sector
- Creates opportunity for writing, publishing, public speaking, personal branding and school associations

Job Selection:

- Complete the [Pre-screening Google Form](#). This is mandatory.
- Create a 1-2min self-video talking about something you are passionate about and email it to hr.universityconnection@gmail.com
- Shortlisted candidates will be called for an online interview.
- You may be asked for 2-3 references as part of selection process.
- All selected candidates will go through a formal orientation, training and probationary period of joining the Orange Team.

Contact: HR Team, www.UniversityConnection.in

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CAREER DECISIONS ARE LIFE DECISIONS.