

JOB DESCRIPTION
We Are Hiring!!
Student support Executive

About Us

We're a company dedicated to helping students achieve their dream of studying abroad. Our journey began in 2019, when our founders recognized the need for a reliable and comprehensive overseas education company. Since then, we've been working tirelessly to guide students in the process of applying to and studying at top universities around the world.

We're proud of the work we've done so far, and we're excited to continue making a positive impact on the lives of students around the world.

Role: Student Support Executive

Location: Mysore/Kochi/Trissur/Bangalore/Pune

Working Time: Monday to Saturday (10 AM to 6 PM)

Student support Executive

As a Student Support Executive at UNIABROAD, you will play a crucial role in assisting students in their journey towards studying abroad. You will be responsible for providing personalized guidance, addressing inquiries, and ensuring a positive experience for every student.

Key Responsibilities:

1. Advising and Consultation:

- Provide expert guidance to students regarding study abroad opportunities, including program selection, application procedures, and visa requirements.
- Conduct one-on-one consultations to understand individual student needs and goals.

2. Application Assistance:

- Assist students in preparing and submitting applications to various universities and programs.
- Review and edit application materials, including essays, resumes, and recommendation letters.

3. Documentation and Visa Support:

- Guide students through the process of obtaining necessary documents, such as transcripts, test scores, and financial statements.
- Assist in the visa application process, ensuring compliance with local and international regulations.

4. **Pre-Departure Orientation:**

- Organize pre-departure workshops to prepare students for life abroad, covering topics like cultural adjustment, accommodation, and academic expectations.

5. **Student Advocacy:**

- Act as a liaison between students and universities, advocating for student needs and ensuring a smooth transition.

6. **Administrative Tasks:**

- Maintain accurate records of student interactions and progress.
- Assist in organizing events, seminars, and webinars related to study abroad opportunities.

Qualifications:

- Bachelor's degree in a relevant field (e.g., International Education, Counselling, or a related field).
- Strong understanding of the international education landscape and study abroad programs.
- Excellent communication and interpersonal skills.
- Proficiency in English (additional language skills are a plus).
- Ability to work independently and in a team-oriented environment.
- Attention to detail and strong organizational skills.

If interested, please share your CV at **recruit@uniabroad.co.in**