

## Interviewer Officer

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Company: Uni Application Portal (UAP)

Location: delhi

Category: other-general

**Job Title:** Interview Officer **Location:** Delhi, India **Position Overview:** We are seeking a highly motivated and dynamic Interview Officer to join our team in Delhi. The Interview Officer will play a pivotal role in counselling prospective students, guiding them about the various undergraduate (UG) and postgraduate (PG) courses offered by UAP's partnered universities. The ideal candidate will possess excellent communication skills, a strong understanding of educational systems, and a passion for helping students succeed. **Key Responsibilities:** **Conduct Interviews:** Conduct comprehensive interviews with prospective students to assess their compatibility with UAP's partnered universities. **Prepare students for interviews** by providing guidance on interview techniques, answering common interview questions, and highlighting key aspects of university programs. **Book Interview Slots:** Coordinate interview scheduling by booking slots for students and ensuring they are allocated appropriate time slots. **Monitor and manage interview slots** to ensure efficient utilization and availability for all prospective students. **Ensure Attendance:** Follow up with students to confirm their attendance for scheduled interviews and provide necessary reminders or instructions. **Interview Preparation:** Assist students in preparing for interviews by offering guidance, resources, and support to enhance their performance. Provide information about interview procedures, expectations, and potential questions to help students feel confident and prepared. **Record Maintenance:** Maintain accurate and organized records of all applicants, including interview notes, evaluations, and relevant documentation. Ensure compliance with privacy and data protection regulations by securely storing applicant information and adhering to institutional policies. **Evaluate Applicants:** Analyse interview performance and applicant

qualifications to make informed decisions regarding admission offers. Review applications, transcripts, test scores, and other relevant materials to assess applicants' academic potential, extracurricular involvement, and character. Perform Credibility Assessment: Conduct credibility assessments to verify the authenticity of applicants' credentials, qualifications, and other supporting documents. Evaluate the reliability and accuracy of applicant information to ensure integrity and honesty throughout the admissions process. Preferred Skills: Strong organisational and time management abilities. Advanced communication skills, both oral and written. Proficiency in maintaining accurate records and documentation. Ability to work effectively in a fast-paced environment and manage competing priorities. Qualifications: Bachelor's degree in any discipline. Proficiency in providing student counselling, career guidance, and academic advising. At least two years of experience in the higher education student recruitment sector.

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