



About Education Matters

EDUCATION MATTERS, established in 2003 is a leading professional international education consulting company with more than 30 man years of experience behind the team. We apply an inspirational approach to the world of learning, successfully integrating the process of education and career counseling into a unified vision. Our head office is in Chennai-South India with company owned offices in Hyderabad.

Our CSR activities that has received the appreciation of Mr. Narendra Modi, the Honorable Prime Minister of India. Our tenth corporate anniversary was wished well by

- Her Majesty the Queen of England, Buckingham Palace, London
- Thiru. P. Palaniappan, Honourable Minister for Higher Education, Government of Tamil Nadu
- Dr.M.Rajaram, Vice –Chancellor, Anna University
- Professor R. Thandavan, Vice –Chancellor, University Of Madras
- Dr.P.Kaliraj, Professor of Biotechnology and formerly Vice- Chancellor (Officiating), Anna University
- Mr. Paul Sellers, Director, British Council, South India
- Mr. Michael Carter, Trade Commissioner & Consul Commercial, Australian Trade Commission.
- Dr. T.S Sridhar, I.A.S (Ret) Formerly Additional Chief Secretary/ Commissioner of Revenue Administration, Government of Tamil Nadu
- R. Madhavan, Actor
- Mrs. Radhika Sharath Kumar, Actor
- Dr. T. Chandra Sekhar – Principal of Vellammal Institute of Technology
- Dr. S. Salivahanan – Principal of SSN College of Engineering
- Dr. S. Ramachandran – Vice chancellor of Hindustan University
- Dr. Thangam Maganathan – Chairperson Rajalakshmi Institutions
- U.Sudhir Lodha – State Minorities Commission Member, Government of Tamil Nadu.

Job Description – Student Advisor

Line Management: The Student Advisor will report to the Branch Manager.

Roles/Responsibilities: The Student Advisor roles and responsibilities will include and is not restricted to the following.

Business Development-

- Should be target oriented and work on mutually agreed targets.
- Generate footfalls through telemarketing/ direct marketing / advertising/organizing events/ visiting schools and colleges in the region

- Should ensure a high rate of conversion from walk-in to visa processing
- Ensure that adequate and appropriate advertising is undertaken
- Establish relation with colleges in and around the city to source database and have an opportunities to interact with students in the colleges.
- Deliver a session on “International Study and Work opportunities” and/or give presentation to relevant audiences.
- If Market requires: Train, develop and maintain a team of counselors to ensure that our clients are given current and accurate information of international study opportunities
- Ensure that required follow-up activities are carried on in time to ensure business development.
- Interact and advise potential candidates about international study/ Visa procedures and work opportunities.
- Assist with promoting partner institutions. This will include and not restricted to generating leads from Indian colleges, schools, telemarketing, follow ups and counseling session.
- Should ensure that the management is aware of market feedback and trends in the student community.
- Ensure that student records are maintained in an effective manner and necessary follow ups are undertaken to ensure that the student receives his/her offers in time.
- Must constantly upgrade him/herself on the universities and their courses.
- Must be aware of the visa process/ required information to effectively complete the assigned tasks.
- Undertake outstation counseling sessions when necessary

General

- Ensure that all required reports are submitted in time and accurately.
- Effective use of the internal Software
- Undertake necessary application processing and follow-ups to ensure that clients get their offers in time.

Qualification required.

- A Graduate or postgraduate or professional qualification in an arts or management related subject. Some work experience in the sales and marketing is considered beneficial though not necessary

Skills required

- Command over spoken and written English
- An ability to communicate effectively among colleagues and customers.
- Experience in data entry
- Good telephone manners
- Basic Computer Knowledge.
- Good People skills
- Result oriented attitude.

Compensation

Suitable candidate will be rewarded adequately based on their knowledge, skills and experience.