Srinath University
अध्ययन • अनुशासन • अनुग्रहण

JOB DESCRIPTION

LawSikho
India Learning India Earning

Organization:	**LAWSIKHO & SKILL ARBITRAGE**
Job Title:	**Counselling Trainee**
CTC:	**8 LPA**
Location:	**Remote**
Departments Eligibility:	**Management**
Course Eligibility	**MBA**
Student Gender Preference:	**ALL**

General Job Description

- Interact with students and prospective candidates through calls, meetings, and online consultations.
- Understand students' academic backgrounds, interests, skills, and career goals.
- Provide appropriate guidance regarding courses, internships, training programmes, and career opportunities.
- Explain programme details, eligibility, duration, fees, benefits, and career prospects clearly.
- Handle student and parent queries and provide professional and accurate information.
- Conduct regular follow-ups with interested students and support the enrolment process.
- Maintain accurate records of student interactions, enquiries, follow-ups, and enrolments.
- Build positive and professional relationships with students and parents.
- Coordinate with the admissions, sales, and academic teams for smooth student onboarding.
- Achieve assigned counselling, follow-up, and enrolment targets.

Preferred Skills

- Excellent communication and interpersonal skills.
- Strong listening and counselling abilities.
- Empathetic and patient approach towards students.
- Good presentation and convincing skills.
- Strong follow-up and relationship-management skills.
- Basic knowledge of MS Office/Google Workspace.
- Positive attitude and willingness to learn.
- Ability to handle multiple student enquiries effectively.

Eligibility
Management
Specialization **MBA**
Fresher

Job Reviewed by: Senior Director, Training & Placement
Job Approved by: Senior Director, Training & Placement
Job opportunity provided through: Training and Campus Placement Department

DATE:-02.05.2026