

Recruitment @ CHARUSAT

Position	Content Writer (For English and Gujarati)
Qualification and Experience	<ol style="list-style-type: none"> 1. Master Degree in any discipline with first class 2. One to three years of experience of academic writing in educational institutions 3. Desired previous experience in admissions, recruitment, or student services within an educational setting
Skillsets	<ol style="list-style-type: none"> 1. Creating compelling and SEO friendly content for webpages, blogs, social media and marketing collateral 2. Conduct thorough research to ensure accuracy and relevance of content 3. To develop cohesive and engaging messaging 4. Effective writing, editing and proofreading skills
Job Responsibility	<ol style="list-style-type: none"> 1. Exhibit creative writing skills for educational institutes 2. Create/Review new/old website content for grammatical errors and statement corrections 3. Should have understanding and implementation knowledge of keyword usage in blogs and articles 4. Compile reviews and feedbacks on blogs and create engaging social media content 5. Create, Proof-read and Edit content/blogs/articles/posts published on website and other social media platforms

Position	Graphic Designer
Qualification and Experience	<ol style="list-style-type: none"> 1. Diploma in Graphic/ Web Designing with first class and/or Bachelor's degree in graphic design, visual arts, or similar qualifications with first class 2. A minimum of 1-2 years of relevant experience as a graphic designer to design visually appealing and creative graphics for various platforms, including digital and print media
Skillsets	<ol style="list-style-type: none"> 1. Familiar with Canva, Corel Draw, Adobe Creative Suite (Photoshop, Illustrator, InDesign) etc. 2. Portfolio showcasing diverse design skills 3. Agile in a fast-paced environment, able to juggle multiple projects 4. Experience in Education Sector will be preferred
Job Responsibility	<ol style="list-style-type: none"> 1. Design impactful graphics for various marketing avenues: social media, email campaigns, print media etc. 2. Work with team to create visually appealing, academically accurate content 3. Keep up with design trends and technologies, especially those impacting higher education 4. Adhere to brand guidelines and align with organizational goals 5. Collaborate across teams to ensure visual content quality and effectiveness

Position	Library Assistant
Qualification & Experience	<ol style="list-style-type: none"> 1. Master's Degree in Library Science, Library Information Science or Library Documentation with first class or its equivalent Grade with consistently good academic record 2. Minimum two years of experience in the college/university library setup 3. Experience to operate library automation systems and library management software (LMS)
Preferred Skill Sets	<ol style="list-style-type: none"> 1. Passion and skill to develop innovative library service and organization of published work and professional commitment, computerization of Library 2. Strong organizational skills with the ability to manage multiple tasks and priorities effectively 3. Proficient knowledge of library systems, cataloguing principles, and classification schemes 4. Familiarity with library technologies and digital resources, including online databases and e-books. 5. Ability to troubleshoot basic technical issues related to library equipment and software. 6. Proficiency in using computer applications such as Microsoft Office Suite and library management software. 7. Knowledge of copyright laws, intellectual property rights, and ethical considerations in library services
Job Responsibility	<ol style="list-style-type: none"> 1. To serve students, faculty and other users of the library in getting their required library material and information. 2. To work in the building up and organization of various sections of the library anticipating the use by the students and faculty by adapting latest trends in Library Science and Information Technology. 3. To issue the library cards to the students and conduct orientation for use of Library facilities. 4. To update Library database time by time 5. To monitor discipline in the library premises and maintain the footfall. 6. To budget and submit the reports to the higher authorities 7. To organize collection and acquisition of new library material 8. Assist in developing and implementing library programs and initiatives, such as library orientation, book exhibition, book clubs, author talks, and educational workshops/Conference etc. 9. Flexibility to work evenings and weekends as required

Position	Sports Personnel
Qualification & Experience	<ol style="list-style-type: none"> 1. Master's Degree in Physical Education or Sports Sciences with first class or equivalent grade 2. 1-3 years of relevant experience in organizing games and sports at University / Inter college level
Preferred Skill Sets	<ol style="list-style-type: none"> 1. Candidate should have represented University or State at National Level.
Job Responsibility	<ol style="list-style-type: none"> 1. Planning and execute the sports events and other physical activity-related assignments for students and staff 2. Planning lessons that incorporate exercise-based learning strategies according to the curriculum standard set by the University 3. Conducting physical education assessments and activities and grading students based on their performance 4. Communicating and collaborating with parents about students' progress and performance. 5. Helping students set and achieve physical health and education goals. 6. Providing adequate sports equipment to ensure all students in the class participate in the physical activities and games. 7. Coaching the right techniques for playing a specific sport and helping students to learn new skills 8. Appreciating the efforts of each student for their performance and participation and helping them perform better 9. Encouraging students to participate in University/ State/National/International level sports events. 10. Helping students learn safe techniques while playing sports and exercising 11. Collaborating with other teachers to ensure students get a comprehensive education which balances their mental, physical and emotional requirements.

Position	Admission Counsellor
Qualifications and Experience	<ol style="list-style-type: none"> 1. Master Degree in any discipline (preferably Computer Application/Computer Science/Business Administration). 2. 1-3 years of experience in academic counselling or marketing within the education industry. 3. Previous experience in admissions, recruitment, or student services within an educational setting
Preferred Skill Sets	<ol style="list-style-type: none"> 1. Excellent interpersonal, communication, and presentation skills. 2. Strong organizational and time management abilities with attention to detail. 3. Ability to work independently as well as collaboratively in a team environment. 4. Proficiency in Microsoft Office Suite and CRM software. 5. Understanding of ethical guidelines and regulations related to student admissions and enrolment. 6. Fluent in written and spoken English, Hindi, and Gujarati
Job Description	<p><u>Key Responsibilities</u></p> <ol style="list-style-type: none"> 1. Interact, Guide, and counsel prospective students and their guardians to understand the best suitable course for them in direct meetings and over calls, emails, social media, etc., fostering relationships to convert leads into confirmed admissions. 2. Contacting the fresh leads and taking proper feedback. 3. Maintain open communication channels via phone, email, chat, and social media throughout the pre- and post-admission processes. 4. Establish and maintain liaisons with schools, colleges, and educational institutions. 5. Liaising with different embassies and clients when required. 6. Collaborate with the marketing team to create compelling promotional materials and campaigns. 7. Serve as a primary point of contact for prospective students and families, addressing inquiries and providing personalized guidance throughout the admissions cycle. 8. Organize and participate in campus tours, open houses, and information sessions to showcase the school's facilities, programs, and culture. 9. Maintain accurate records of inquiries, applications, and admissions-related data using CRM systems or databases.

What's on offer?

A competitive, innovative, and potentially working environment, which enables professional and personal growth. A long-term career opportunity to grow with us into functional Autonomy.

Privileges offered by CHARUSAT University:

- A long-term career opportunity to grow and Equal opportunity to all the employees
- Pay packages commensurate with qualifications and experience
- Access to Sports facility and gymnasium on the campus
- A positive, collaborative working environment and Women friendly campus
- Access to Charusat, Laboratories, Library, Crèches
- Self-development and knowledge enhancement activities by national and international tours financed by charusat.