

## Recruitment for Associate (Admissions & Outreach) at Badruka School of Management

### About Badruka School of Management (BSM):

BSM envisions itself as a premier Business School in Hyderabad, powered by a spirit of entrepreneurship and excellence. We offer a new-age multidisciplinary curriculum to prepare future leaders to impact business and create an inclusive and sustainable society. Our curriculum integrates fundamental management courses with modules on technology, analytics, and design so that students can understand the practice of management in a digital economy. Our modules on essential workplace skills, leadership, and entrepreneurship will prepare our students for the job market.

BSM aims to create a school of global standards with an increased focus on blended learning, data, and research, along with developing the right attitude among the students to transform them into lifelong learners and team workers. BSM will be a part of the rich legacy of the Badruka Education Society, which has a reputable portfolio of higher education institutions based in Hyderabad since 1950.

Job Title	Associate (Admissions & Outreach)
Location	Medchal, Hyderabad, Telangana
Reporting to	Sr Manager (Admissions & Outreach)
Job Responsibilities*	<p>Assist and support Sr Manager and Manager (Admissions &amp; Outreach)</p> <p><b>Admissions:</b></p> <ul style="list-style-type: none"> <li>Managing end-to-end Admissions process with the daily administrative running of the Admissions Office</li> <li>To respond promptly to a large volume of incoming enquiries both via email and telephone about BSM and the admissions process</li> <li>To process applications from enquiry to offer efficiently and accurately using the Student Information System</li> <li>To build up a detailed understanding of BSM's PGDM to advise prospective students</li> <li>Excellent attention to detail; the candidate should have strong IT skills, including experience in preparing and sending mail merges, using spreadsheets and databases, and creating statistical reports</li> <li>To support recruiting efforts through information sessions and events around the country and abroad</li> <li>To correspond with applicants throughout the admissions process to complete their application files and ensure all documentation is collected</li> <li>Ensuring complete documentation of students during admissions</li> <li>Work closely with Admissions Counsellors on a day-to-day basis to ensure that student queries are resolved seamlessly</li> </ul> <p><b>Outreach:</b></p>

**Campus Address:** Badruka School of Management, Dabilpur Village, Medchal Mandal,  
Medchal-Malkajgiri District, Telangana - 501 401

**Head Office:** Station Road, Kachiguda, Hyderabad - 500 027

**Email:** [bsm@badruka.com](mailto:bsm@badruka.com)

	<ul style="list-style-type: none"> <li>• To meet potential applicants face-to-face and provide information on the PGDM course, the admissions process and requirements, and give a tour of the campus</li> <li>• To support recruitment efforts through Open Days, information sessions and manning BSM’s booth at higher education fairs</li> <li>• Planning and implementation of online/offline outreach campaigns</li> <li>• Coordination and College Presentations with Campus Leaders/ Institutional Heads/ Other PoCs to set up (and eventually deliver) information seminars/ open houses/ group sessions across academic institutions, target communities and interested candidates</li> <li>• Support in setting up the Campus Leader Programme: Recruiting, training and leading campus ambassadors towards scouting potential applicants and increasing outreach through an incentivised engagement model</li> <li>• Collating and analysing data of session participants/ applicants/ potential applicants; preparing work reports, presentations and data insights.</li> </ul>
Preferred Qualifications & Experience	<ul style="list-style-type: none"> <li>• Bachelor’s with 2+ years of experience from a recognised Institute or University</li> <li>• Proficiency in MS Office</li> <li>• Excellent communication skills</li> <li>• Excellent presentation skills</li> <li>• Passion for building world-class institutions of higher education</li> </ul>

#### Remuneration

Will be competitive with Indian non-profit pay scales and will depend upon the candidate’s experience levels and the overall salary structure of BSM.

#### Application Submission Process

Applications may be submitted through the following link: <https://bit.ly/43htrkO>

Only shortlisted candidates will be contacted. BSM is an equal opportunities employer.

*\*Job responsibilities stated are not to be taken as an exhaustive statement of duties. Employees may be required to perform other job-related duties as necessary.*