



Manager, Applications

About the Organization

Evolving Being is a leading admissions consultancy for applying to undergraduate and postgraduate liberal arts courses. We are the first that focuses exclusively on liberal arts admissions in India. Our founder has served on the admissions panel of Ashoka University at both the undergraduate and postgraduate levels. She is a Fulbright-Nehru Master's Fellow and has been admitted to Harvard University for a fully funded Ed.M. in Education Leadership, Organisation, Entrepreneurship program. Technoserve India has also recognized Evolving Being among the top 30 upcoming women-led ventures in India, 2021.

Evolving Being is looking at expanding its scope of services to students applying for undergraduate and postgraduate courses in USA, UK, and Canada.
www.evolvingbeing.org

About the Role

We are looking for individuals passionate about working with student and learning about college admissions nationally and internationally. This primary role entails overseeing the admissions process for liberal arts undergraduate and postgraduate programs. You are expected to have thorough knowledge of courses offered, selection criteria, admissions process etc. Immaculate written and verbal skills are a must.

As we expand to other geographies we will include programs across USA, UK, and Canada. You will thrive if you have an entrepreneurial mindset as we will be setting up several new verticals this year. Acting swiftly on new opportunities is essential.

You should be comfortable exploring technical tools such as Virtual Reality. The role requires handling undefined tasks that come up in a start-up. An ideal candidate will share our core values of ownership, trust, and collaboration.

Job Responsibilities

Application

- Working with students to build their applications, preparing them for on-the-spot essay, interviews and other formats in the admissions process. Training and guidance will be offered.
- Tracking university timelines and aligning it to the students' timeline.
- Proactively engaging with colleges, students and alumni to stay up to date on current events.

Queries

- Responding to daily queries over email and calls



- Tracking all responses on google drive
- Periodically following up on queries

Other tasks

- Creating process documents to streamline various existing and upcoming verticals
- Collecting feedback and using it to constantly improve our services
- Researching and writing content for the website and other social media platforms
- Updating the website with new announcements.
- Start a newsletter to collate trends in the higher education sector.

Qualifications Required

- Minimum qualification – undergraduate degree from a renowned institution
- 2-3 years of experience. Experience in the higher education/writing/editing is preferred
- Immaculate written and verbal skills are a must.
- Comfort in handling undefined tasks that come up in a startup.
- Familiarity with software such as google suite, Microsoft outlook etc.

Why should you apply

- As a member of the founding team, you will get an opportunity to learn best international practices in the sector. Apart from that, we will personally invest in you and guide you through your career to ensure you are set up for success.
- You want to explore different universities and application processes
- You are willing to learn and grow with us. As we grow, so shall you.

Selection Process

- Please send your resume along with cover letter expressing what you have done in the past, skill sets you bring to the profile, and why Evolving Being.
- Please attach samples of your writing and other relevant projects done in the domain
- Please add one reference and send it to **garima@evolvingbeing.org**
- Shortlisted candidates will be invited for a thematic exercise followed by an interview

Remuneration

- Between INR 40,000-INR 50,000 based on experience.
 - 2 months' probation. Minimum lock in period of 1 years.
 - Location - Work from home
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