

Position Title:

International Applications Administrator

The International Applications administrator manages the application process for all international student applications to Gurudev Siddha Peeth.

Responsibilities include:

- Communication with all international applicants by email and/or phone regarding enquiries
- Working with regional applications coordinators globally, ensuring they are up-to-date with current and upcoming events, and guidelines/policies
- Coordination of review process of all applications
- Notification to all applicants of the outcome of their applications, providing all necessary preparation information.
- Informs and updates all other relevant departments regarding each applicant.
- Documentation

Qualifications include:

- Fluency in written English a must. Other languages are helpful.
- Excellent organizational skills, care with details.
- Good computer skills: familiarity with Word, Excel
- Clear email communication

If you are interested in this seva position, please contact the Gurukula Applications office for a more detailed seva description and an application form. Please see the contact information below:

For students residing in India:

indianapplications@gspa.org

Phone (02522) 302600 ext 2194

For students residing out of India:

internationalapplications@gspa.org

Phone +91 2522 302600 ext 2195