

**Position Title:            *Gurukula Applications Administrative Support***

Supports the administrative functions of the Gurukula Applications department of Gurudev Siddha Peeth.

**Responsibilities include:**

- Preparing application forms for review
- Handling applications data entry and documentation
- Following up with candidates when additional information is needed
- Taking care of all the general administrative tasks of the International Gurukula Applications office

**Qualifications include:**

- Fluency in English. Speaking any additional languages including Spanish or French is highly desirable.
- General office and organizational skills.
- Strong computer skills.
- Excellent communication and interpersonal skills.
- Very detailed oriented.