

Position Title: ***International Registration sevite***

The International Registration sevite takes care of the welcoming and registration processes for International Gurukula students coming to Gurudev Siddha Peeth.

**Responsibilities Include:**

- Preparation for new arrivals including information packets, requesting accommodations, booking ground transport
- Welcoming and registration of new arrivals
- Ensuring ashram orientations
- Departmental documentation
- Communication and coordination with other departments
- Welcoming and answering questions to day visitors.

**Qualifications Include:**

- Good organizational skills
- Ability to multi-task
- Excellent interpersonal skills
- Enjoys being part of a team
- Fluency in English. Other languages helpful, but not essential.
- Good computer skills (Word, Excel, Outlook)