

Telangana State Private Universities Act No. 11 of 2024
Gowraram, Hyderabad, Telangana, 502279

www.kaveriuniversity.edu.in

NOTIFICATION NO. 2/2026

Director – Admissions

The University Admissions Office of **Kaveri University** invites applications from qualified and experienced candidates for the position of **Director – Admissions**. The selected candidate will be responsible for planning, implementing, and managing the university's admission strategies to attract qualified students from India and abroad. The role focuses on increasing student enrolment, strengthening national and international outreach, coordinating admission marketing initiatives, and ensuring smooth and transparent admission processes in accordance with university regulations.

Minimum Qualifications

PhD (preferred). Candidates with significant experience in university admissions, student recruitment, or academic administration may also be considered.

Required Skills and Competencies

- 1) Strong leadership, communication, and organizational skills.
- 2) Ability to develop and implement strategic admission and recruitment plans.
- 3) Experience in admission marketing, student outreach, and enrolment management.
- 4) Ability to build relationships with schools, educational consultants, and international partners.
- 5) Knowledge of national and international admission processes, regulatory requirements, and student recruitment practices.
- 6) Strong analytical skills for monitoring admission data, trends, and performance metrics.
- 7) Ability to coordinate effectively with academic departments, finance, marketing, and administrative units.

Experience

Minimum of **8–10 years of relevant experience** in university admissions, student recruitment, enrolment management, or academic administration, with demonstrated leadership responsibilities.

Interested candidates may download the **Non-Teaching Application Form** from the University website: <https://kaveriuniversity.edu.in/downloads/> Applicants should submit the completed application form along with **academic and experience certificates (in a single PDF document)** to: careers@kaveriuniversity.edu.in

Last date for submission: 30-03-2026.

Registrar