

Job Opening: HR Manager – Admissions & Counseling

Location: M M Dental College and Hospital, Darbhanga, Bihar

Employment Type: Full-Time

About Us

M M Dental College and Hospital, a premier postgraduate dental institute in Bihar, has been a leader in dental education and clinical excellence for over three decades. With state-of-the-art facilities, a dedicated academic environment, and a student-first approach, we continue to set benchmarks in dental education.

To support our growing academic programs and student services, we are inviting applications for the position of HR Manager – Admissions & Counseling.

Position Summary

We're seeking a dynamic and proactive HR professional (MBA preferred) to lead and manage our student admissions and counseling division. The ideal candidate will play a crucial role in shaping student experiences from first contact to enrollment, aligning strategy with our institutional values and objectives.

Key Responsibilities

- Design and implement effective strategies to attract and recruit potential BDS and MDS students
- Oversee the complete admissions cycle including inquiries, application processing, interviews, and final enrollment
- Train and supervise a team of counselors, ensuring high-quality applicant engagement
- Conduct and participate in educational fairs, seminars, and campus outreach programs
- Maintain communication with prospective students, parents, and academic partners
- Ensure regulatory and institutional compliance during the admissions process
- Use analytics to track and improve recruitment and enrollment performance
- Address student inquiries and guide them through the academic counseling journey
- Collaborate with academic and administrative departments for smooth student onboarding and retention

Required Qualifications

- MBA in Human Resources or Business Administration

- 2–5 years of experience in student admissions or educational management
- Strong leadership and interpersonal skills
- Excellent written and verbal communication
- Ability to manage multiple projects and deadlines
- Familiarity with student management systems and CRM tools
- Passionate about education and student success

What We Offer

- A competitive salary with performance incentives
- A professional and growth-oriented work environment
- Opportunities for ongoing training and development
- The opportunity to shape the future of dental professionals in India

How to Apply

Interested candidates are invited to send their CV and cover letter to:

✉ officemmdch@gmail.com

✉ Deadline to apply: 25-Apr-2025

Visit us: www.mmdch.org

Join M M Dental College & Hospital and be a part of a team that's building tomorrow's dental leaders!