WORK VAPOR

Job Link: https://workvapor.in/jobs/academic-counsellor-remote/

ACADEMIC COUNSELLOR – REMOTE

BASE SALARY

INR 30000 - INR 40000

DESCRIPTION

Senior Academic Counsellor

Gradeup Academy is hiring a Senior Academic Counsellor. This is mainly a remote position with occasional visits to the Noida office. Candidates with strong communication and counselling skills can apply.

Contact: +91 7309659626
Email: careers@globalopentalent.org

Work Mode: Remote
Employment Type: Full-time
Experience: Academic counselling, EdTech admissions, student advising, or inside sales preferred
Salary: ?30,000 – ?40,000 per month

The selected candidate will counsel parents, teachers, and students about learning programs. The work also includes demo scheduling, teacher training counselling, school outreach, and admission support. CRM records must be maintained accurately.

Responsibilities

- Speak with prospective parents.
- Understand student learning goals.
- Assess academic requirements.
- Recommend suitable learning paths.
- Schedule live demos.
- Support Mental Maths programs.
- Support Coding programs.
- Support Olympiad Preparation programs.
- Conduct one-on-one teacher counselling.

HIRING ORGANIZATION

Gradeup Academy

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 21, 2026

JOB LOCATION

Goa, India
? Remote work from: India

- Conduct online orientation workshops.
- Counsel teachers for certified training programs.
- Support Mental Maths teacher training.
- Support Coding teacher training.
- Support Abacus teacher training.
- Contact schools for outreach.
- Propose student workshops.
- Propose school seminars.
- Promote talent search examinations.
- Participate in local school visits.
- Build institutional partnerships.
- Guide parents through admissions.
- Guide teachers through onboarding.
- Support batch allocation.
- Maintain CRM interaction records.
- Attend required Noida office sessions.

Requirements

- Academic counselling experience is preferred.
- EdTech admissions experience is preferred.
- Student advising experience is preferred.
- Inside sales experience is preferred.
- Freshers with exceptional communication skills can apply.
- Strong spoken English.
- Strong written English.
- Strong Hindi communication.
- Persuasive counselling skills.
- Good customer handling skills.
- Ability to work independently.
- Good follow-up skills.
- Strong organizational skills.

Work From Home Requirements

- Personal laptop or desktop.
- High-speed broadband connection.
- Functional headset.
- Dedicated home-office setup.
- Ability to attend occasional Noida office meetings.
- Ability to attend local school visits when required.

On-Site Requirements

Candidates must be able to visit the Noida office for initial induction, training sessions, quarterly performance workshops, and corporate events. Local school outreach may also require occasional in-person visits.

Benefits

- Flexible schedule.
- Work-from-home opportunity.
- Professional training.

- Exposure to education and EdTech programs.

Application

Send your updated resume to careers@globalopentalent.org. You can also contact the HR Desk through WhatsApp at +91 7309659626