

Tête-à-tête #2

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Junior Project Officer



1. What does a typical day in office look like for you?

Answer: My day begins with checking my emails. Since our international team is 5.5 hours ahead of time, the urgent and important emails need to be responded to before they end their day.

I am already swamped with a lot of emails from our partners which need to be responded to. I then spend my time planning the rest of the day and identifying the tasks that are next on the priority list, covering pending tasks and of course catching up with my colleagues.

2. Does your job entail a lot of travel and juggling different goals? What do you do to cope with all the challenges?

Answer: My work profile doesn't involve any travelling. My work is confined to workstation only. I do have multiple goals like GTE assessments and getting maximum positive conversions at the same time adhering to SSVF guidelines, etc. However with all the training I have received I am able to cope with the challenges. I've to adhere to the TAT of 3 working days while assessing applications and reverting back to the concerned person. Work and stress go hand-in-hand; however trainings like work-stress management organized by the HR team helps to reduce stress and concentrate more at work.

3. What is your biggest challenge while dealing with the Indian student?

Answer: As I don't travel, I do not come in direct contact with the students. The challenge arises at the time of assessment. While interviewing the students on Skype we come across the situations when the students aren't prepared or they have language barrier as they come from non-English speaking regions. However the English language challenge is addressed by the English language program offered by the university prior to joining.

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4. What is the best part about your job?

Answer: Coming to work itself is fun. I was a fresher to the education industry when I joined this Organization. Interviewing students and understanding the international education landscape is the best part. In my tenure of almost two years I've been dealing with things that I've never dealt with in the past or in my previous job profile in previous organization. So it has been a wonderful learning and experience so far.

5. What are the aspects of your job that you like less?

Answer: There is nothing that I like less.

6. What do you consider your greatest achievement? You can quote from outside your work too.

Answer: I still remember my college days when I used to have very carefree attitude towards life. Now I've become more confident and responsible towards certain aspects of life. I believe this is my biggest achievement till date as it has helped me take some important decisions of my life and brought me where I stand today.

7. Highlight one thing about your university that you cherish the most.

Answer: I think Federation University has very well defined and streamlined entry requirements. They are very well planned and organized and have provided us with sufficient tools and resources which make our day-to-day work easy and productive.

8. What is/are the skills absolutely necessary for your job?

Answer: My job requires me to be very careful and analytical in approach while assessing the applications. We need to understand how genuine the applicants are with all the documents they provide. The ability to map each application with what they are speaking at the interview and what they have actually presented in their applications is a critical skill to have.

9. What is the one skill you would most want to acquire?

Answer: I want to develop my skills in Microsoft tools, especially Excel. Personally I want to learn to swim which will increase my stamina and good health.

10. What are your hobbies?

Answer: I love partying and hanging out with my friends and cousins. I love to explore places with good ambience and delectable food available in the city. I also play Volley ball and badminton whenever I have time.