
Inviting Applications for Post of Business Development Executive
Dept. of Admissions at NIST University, Institute Park, Berhampur, Odisha -761008

Position: Business Development Executive

No of Positions: 2

Responsibilities:

- Conduct outreach programs for schools, junior colleges, colleges, and coaching centres to promote the university's admission programs and opportunity.
- Organize career counselling sessions, seminars, and presentations for prospective students and parents.
- Represent the university at education fairs, exhibitions, and events.
- Build and maintain relationships with principals, counsellors, education consultants, and key influencers.
- Generate and manage leads from outreach activities.
- Counsel prospective students and parents about academic programs, eligibility, scholarships, and admission processes.
- Follow up with inquiries to ensure quality admissions.

Essential Qualifications:

- A graduate/post graduate with excellent communication, presentation, and interpersonal skill.

Location:

- Southern Odisha Region (e.g., Rayagada, Koraput, Ganjam ...) and Central Odisha Region (Bhubaneswar, Cuttack, Khurda, Kendrapara ...)

Salary:

- Competitive salary based on qualification and experience

Application Link: <https://bit.ly/hiring-nist>

Please submit your application/resume via email at: career@nist.edu latest by **20th November 2025**.

About NIST University:

NIST University (www.nist.edu), Institute Park, Berhampur, Odisha, is a premier research institute in the country today. Nestled in the green hills of Pallur, it is spread over 65 acres of lush green campus with world-class academic infrastructure, Center of Research Excellence (CREs) and Global Innovation Centers (GICs), halls of residence, sports complex and other facilities. NIST currently offers various undergraduate, graduate, and Ph.D. programs in Engineering, Science, Management, and Health Science and is expected to expand into other disciplines. NIST has research collaborations with universities around the globe and a strong industry-academia partnership with multiple industries in different sectors. NIST has been ranked highly in the country by multiple ranking organizations, including Govt. of India.

NIST University is an Equal Opportunity Employer

