

JOB DESCRIPTION

Organization	Delhi Skill & Entrepreneurship University
Position	Campaign Intern (10)
Duty Station	G/Floor, Integrated Institute of Technology Complex, Sector 9, Dwarka, New Delhi- 110077
Start Date	01 July 2021
End Date	30 September 2021
Apply Online	https://forms.gle/GyrxXb6q1JpyzAxBA

About DSEU –

The Delhi Skill and Entrepreneurship University (DSEU) was established in August 2020 by the Government of NCT of Delhi to equip students with world-class skill education to enable access to aspirational jobs and inculcate entrepreneurial mindset and entrepreneurship. DSEU aims to create a win-win for the youth and the industry by filling the existing gaps in skill training.

The University wishes to change the existing paradigm of skilling, making skill acquisition aspirational and providing opportunities to all for skilling, up-skilling and reskilling. Besides, DSEU will support and nurture entrepreneurs and provide quality mentorship to steer the entrepreneurial journeys of those interested, by providing incubation, and constant support.

The University has twin objectives-

- To change the existing paradigm of skilling, make skill acquisition aspirational and provide an opportunity to all for skilling, up-skilling, and re-skilling.
- Support and nurture entrepreneurs and entrepreneurship

The University will offer courses to people from all walks of life and empower the marginalized and minority groups by providing them with an opportunity to attain world-class education. The University aims to develop aware and well-rounded citizens.

The course curriculum offered at DSEU will be inspired by industry requirements and will help graduates to be career-ready. Holistic development at affordable costs will be the aim of the University while also ensuring that no student is denied admission due to lack of the ability to pay. The University will provide the opportunities of scholarships and financial assistance for getting loans and support from the Delhi government schemes for higher education.

Job Purpose (Key Responsibilities) –

The Intern will be supporting the admissions team at the University for a comprehensive education and outreach program encompassing the following areas:

- Regularly handle admission calls
- Provide students, parents and teachers reaching out to DSEU with complete information about DSEU courses, admission process/eligibility criteria, career pathways and any other FAQs in regards to admissions.
- Database management of all incoming calls/emails.

- Resolve all admission queries received via expression of interest (EOI Form) through calling, emailing and other communication channels established by DSEU.

Minimum Requirements –

Education & Relevant Experience	<input type="checkbox"/> The candidate should be pursuing graduation/post-graduation preferably in education, development studies and/or social sciences. <input type="checkbox"/> Prior experience with a strong interest in the education/career counselling sector will be an added advantage.
Technical Expertise	<input type="checkbox"/> Candidate should have basic knowledge of working on computer applications like (MS Office) – Word, Excel & PPT. <input type="checkbox"/> Functional knowledge of basic internet concepts like browsing, navigation, general research skills. <input type="checkbox"/> Good communication skills. <input type="checkbox"/> The candidate should have a decent command of Hindi & English language.
General/Managerial	<input type="checkbox"/> Promote the highest standards of ethics and integrity. <input type="checkbox"/> Help create an enabling environment for open communication <input type="checkbox"/> Share knowledge and support a culture of learning. <input type="checkbox"/> Demonstrate fairness and transparency. <input type="checkbox"/> The candidate should be able to deal with all stakeholders like Students, Parents, Teachers, Education officials effectively.

Remuneration and Employment Details -

Stipend (All Inclusive)	10,000 INR (Per Month) + Certificate upon tenure completion from DSEU
Tenure Duration & Type	Contractual for 3 months as per DSEU Employment Rules.
Working Days	Monday to Friday from DSEU HQ, Sec-9, Dwarka, New Delhi
Working Hours	09:30 am – 06:00 pm

Important –

- The candidate will be given an orientation-cum-training workshop at the beginning of their internship.
- The candidate will be required to attend office regularly, as per the guidelines issued by DSEU, GNCT of Delhi.
- The candidate will be provided with a mobile phone along with an active SIM card, which he/she will retain during the internship but must be returned to the admissions office (DSEU) upon completion of their internship tenure.
- DSEU reserves the right to forfeit a candidate's employment on receipt of non-compliance with the University's rules and regulations.