

JOB DESCRIPTION

Organization	Delhi Skill & Entrepreneurship University
Position	Campaign Intern
Duty Station	HQ- DSEU Dwarka Campus, Sector 9, Dwarka, New Delhi- 110077
Application Start Date	12th April 2022
Application End Date	26th April 2022
Internship Start Date	2nd May 2022
No. of Positions	10 (Ten)
Link to apply	https://forms.gle/VvXd59kRL7SPPnq68

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 a lack of the ability to pay. The University will provide opportunities for scholarships and financial assistance for getting loans and support from the Delhi government schemes for higher education.

Job Purpose (Key Responsibility Area):

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

Helpdesk management (with regular replies to phone calls & emails with queries regarding admission)

Provide various stakeholders with complete information about DSEU programs, admission process, eligibility criteria, career pathways and any other FAQs in-regards to admissions

Database management & record-keeping for all incoming & outgoing calls/ emails

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

Outreach campaigns in various locations around NCT of Delhi (physical camps)

Minimum Requirements:

Education & Relevant Experience	<ul style="list-style-type: none">- The candidate should be graduate/postgraduate preferably in education, development studies, social sciences or another relevant field.- The Candidate should have a minimum of 55% marks in undergraduate degree/ postgraduate degree.- The candidate with prior experience or a strong interest in the education sector/career counselling/ social sector/ outreach activities will be given preference.
Technical Expertise	<ul style="list-style-type: none">- The candidate should have basic knowledge of working on computer applications like MS Office and Google workspace- Functional knowledge of basic internet concepts like browsing, navigation, and general research skills.- Good communication skills.- Candidates should have a decent command of Hindi & English language.
General/Managerial	<ul style="list-style-type: none">- Promote the highest standards of ethics and integrity.- Help creates an enabling environment for open communication- Share knowledge and support a culture of learning.- Demonstrate fairness and transparency.- The candidate should be able to deal with all stakeholders like Students, Parents, Teachers, and 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 – 06:30 PM

Please Note:

- Candidates will be given an orientation & training workshop at the beginning of their internship.
- Candidates will be required to attend office regularly, as per the guidelines issued by DSEU, GNCT of Delhi.
- Candidates 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.