



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय

**DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**

(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)

Sector 9, Dwarka, New Delhi – 110077

### **JOB DESCRIPTION**

<b>Organization</b>	Delhi Skill & Entrepreneurship University
<b>Position</b>	H.R. Associate /Academic Associate Intern
<b>Duty Station</b>	Delhi Skill and Entrepreneurship University, Sector 9, Dwarka, New Delhi- 110077
<b>Tentative Start Date</b>	1st June 2022
<b>Duration</b>	6 months (extendable upto 6 months)

#### **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 mind-set 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 Responsibility Area) –**

The H.R. Associate/ Academic Associate Intern will be supporting the various projects at the university for a comprehensive education and outreach program encompassing the following areas:

- Support the development and implementation of HR initiatives and systems
- Provide counseling on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Provide complete information about the courses, admission process/eligibility criteria, career pathways and any other FAQs in regards to admissions to students, parents and teachers reaching out to DSEU
- Resolve all queries received through various communication channels established by DSEU
- Help plan and design processes and make recommendations for improvement
- Shadow multiple office positions and train in a variety of tasks
- Manage databases and input information, data, and records
- Assist in preparing information and research materials

**Minimum Requirements –**

<p>Education &amp; Relevant Experience</p>	<ul style="list-style-type: none"> <li>● The candidate should have completed a Bachelor's degree with minimum 60% marks from a reputed institution.</li> <li><b>Desirable:</b></li> <li>● 6 months of work/internship experience with government organizations/N.G.Os</li> <li>● Prior experience with a strong interest in the education sector will be an added advantage.</li> </ul>
<p>Technical Expertise</p>	<ul style="list-style-type: none"> <li>● Candidate should have basic knowledge of working on computer applications like (MS Office) – Word, Excel &amp; PPT.</li> <li>● Functional knowledge of basic internet concepts like browsing, navigation, general research skills.</li> <li>● The candidate should have a decent command of Hindi &amp; English language.</li> </ul>
<p>General/Managerial</p>	<ul style="list-style-type: none"> <li>● Promote the highest standards of ethics and integrity.</li> <li>● Help create an enabling environment for open communication</li> <li>● Share knowledge and support a culture of learning.</li> <li>● Demonstrate fairness and transparency.</li> <li>● Excellent written and verbal communication skills</li> <li>● Self-directed and able to work without supervision</li> <li>● Energetic and eager to tackle new projects and ideas</li> </ul>

	<ul style="list-style-type: none"> <li>The candidate should be able to deal with all stakeholders like Students, Parents, Teachers, Education officials effectively.</li> </ul>
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**Remuneration and Employment Details -**

Stipend (All Inclusive)	Rs 12,000- 15,000 INR (Per Month) based on qualification and experience + Certificate
Tenure Duration & Type	Contractual for 6 months (extendable upto 6 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 –**

- H.R. Associate/ Academic Associate Intern will be expected to attend office regularly, as per the guidelines issued by DSEU, GNCT of Delhi.
- DSEU reserves the right to forfeit a candidate's employment on receipt of non-compliance with the University's rules and regulations.
- Interns are expected to carry their own laptops to the office everyday.

**Last Date of Application:** 17th May 2022

**Application Form:** <https://forms.gle/CiSbFCbahr1QEUzq8>