

JOB DESCRIPTION

Internship Opportunity at Hansraj College

Hansraj College is inviting interns for the following positions:

1. Social Media Handler & Digital Marketing Coordinator

- Must be familiar with all social media handles.
- Experience in working for organizing events through social media.
- Handling social media handles
- Must have complete knowledge about various streaming platforms like Zoom, Google Meet, WebEx, and Restream along with their respective paid and unpaid features.
- Skills required to increase the followers across all social media platforms.
- Knowledge required on how to Increase the reach through Paid/Unpaid methods.

2. Social Media Cum Graphic Design Coordinator

- Create Posters, thumbnails, brochures, collages, Instagram grids, College magazines, or any other work related to graphic design, etc.
- Must have a Creative approach; Avoid plagiarism.
- Must have proper knowledge of any designing software such as Adobe Photoshop / Illustrator/ CorelDraw or any other Graphic Designing software.
- Must have complete knowledge of editing and designing.
- Must be familiar with all social media handles
- Skills required to increase followers across all social media platforms.
- Knowledge required on how to Increase the reach through Paid/Unpaid methods.

Task: Upload any two samples of related work.

3. Content Writer / Editor (English & Hindi)

- Fluency in writing
- Content writing- reports for newspaper, post captions for social media (content specific to all the social media handles: Instagram, Twitter, Facebook, LinkedIn)
- Attractive and creative content writing for all platforms.
- Must be able to write short and attractive captions for social media handles.
- Letter writing: Invitation, Official, appreciation, email, etc.
- Translation of English to Hindi or vice-versa.
- Must be able to handle all social media handles

Task: Upload any two samples of related work.

4. Website Coordinator

- Regular content uploading through CMS and other platforms.
- Regularly Comparative analysis with other Institution's websites (DU and DU Colleges, Central Universities, IITs, IIITs, NIT, and other prominent institutions of India and Abroad.)
- Handling all Hansraj College and its related websites.
- Coordinate with the Website vendor and college staff/teachers etc.
- Skills required to increase the reach of the website.

Task: Suggest two effective ways to improve the website reach and the steps to implement them. (Upload a word document)

Please attach proof of any kind of prior experience in the same domain.

5. Data Coordinator

- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Typing speed should be between 30-word p/m to 40 words p/m
- Updating and maintaining databases, archives, and filing systems.
- Transcribes source data into the required electronic format.
- Apply data program techniques and procedures
- Must have expertise in Microsoft Word and Microsoft Excel
- Completes additional assigned tasks as required.

Internship Duration:

- 6 Months (will be extended as per the performance of the candidate)

Type:

Internship is offline (work from College Campus), students will be allowed to take Classes from College (online/offline) but they have to devote a minimum of 2-3 hours on daily basis in College Campus (timing may increase or decrease as per the requirement)

Perks:

- Stipend - INR 1,000 P.M. (may increase after 3 months of satisfactory performance after approval from the College Principal)
- Certificate of Completion.

Eligibility:

- 2yr/3yr students may apply

Note:

* If performance is not satisfactory then stipend and certificate will not be issued.

* After selection as an intern, student have to assigned a task related to their profile. Internship offer letter will be issued to only those who have successfully completed the assigned tasks.