

**Ambedkar University Delhi
School of Global Affairs
Karampura Campus**

Advertisement for Programme Intern for School of Global Affairs

No. of Vacancy: One (1)

Position: Programme Intern

Nature of Appointment: Contractual position for up to 6 months (may be extended further as per due process)

Remuneration: Consolidated salary of Rs. 25,000 p.m.

Location: Karampura Campus, Ambedkar University Delhi

Description of Work:

1. Student advising: tracking student progress, assisting in registrations of students etc
2. Mentoring: offering support and guidance to students, holding sessions related to reading, writing, managing workload etc.
3. Field-support: helping organise field visit logistics, assisting at site.
4. Any other responsibilities as decided by the programme teams.

Eligibility

1. Masters in any discipline with at least 65% aggregate or equivalent (B Plus)
2. Proficiency in word processing and spreadsheet software(s)
3. Good written and verbal communication in English

Desirable

1. Previous education from AUD
2. Prior experience of mentoring and leadership
3. Experience of fieldwork

How to Apply

To apply, submit a brief CV along with a cover letter (not exceeding one page) summarising why you would be suitable for the position. Email to sgaoffice@aud.ac.in with subject line: **Programme Intern Application**. Only shortlisted candidates will be called for the interview. No TA/DA will be paid for coming to the interview.

Application Deadline: 15 January, 2019