



PUBLIC RELATIONS AND INTERNATIONAL RELATIONS

Advertisement for Engaging the Services of Student Interns

Applications are invited from bright, energetic students of AUD for part-time engagement under the **Earn While you Learn Scheme** of the University as Student Interns at the PR & IR Division, AUD.

Job Description:

- Exploring data and preparing background information about foreign institutions especially the ongoing and prospective partners of AUD.
- Following up with various Divisions, Schools and Centres of AUD for information on international partnerships and research collaborations.
- Providing assistance in undertaking a survey of the AUD faculty for feedback on their engagement with research.
- Undertaking review of Projects of AUD – externally sponsored and others.
- Coordinating with external experts and internal members of Committees of the PR & IR Division and assisting during periodic meetings.
- Exploring and documenting data on the published articles of AUD in all forms of mass media – print and digital.
- Providing assistance in maintaining and managing AUD Facebook page, posting information and responding to queries.
- Responding to queries posted through the University's website and checking for discrepancies in the Website with respect to information about Schools, faculty, students, programmes and activities.
- Any other duty pertaining to the Division.


Eligibility: Students currently pursuing BA and MA degrees at Ambedkar University Delhi

Remuneration: Rs. 800/- per day for 10 notional days in a month

Tenure: 3 months extendable upon satisfactory performance

Eligible candidates may send their bio-data to Ms. Sarmistha Roy, Deputy Registrar, PR & IR Division Email (sarmistha@aud.ac.in) on or before 20th June 2016. Selection will be based on interview to be conducted in the 4th week of June, 2016.

Date: 3.6.2016


Deputy Registrar