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| Manav Rachna Educational Institutions  *NAAC ACCREDITED `A++' GRADE UNIVERSITY*  **Academic Session 2024-25** | |
| **Internship Notification Form** | |
| **OVERVIEW** | |
| Name of the Department/ Campus Unit | School of dental Sciences, Manav Rachna Dental College |
| Website / Other source of Information | Website and email |
| Profile Type (Teaching/ Non Teaching) | Non- Teaching |
| Brief write-up on the Department (50 to 75 words) | Manav Rachna Dental College, MRIIRS is a NAAC A++ & NABH accredited Institute, highly active in research, continuously thriving to contribute in advancements in material science, various clinical techniques and technologies. This requires content creation, data maintenance and record keeping. |
| **JOB PROFILE** | |
| Designation | Content and Data Coordinator |
| Job Description | Key responsibilities:  1. Maintain and update databases, ensuring data accuracy and completeness.  2. Generate reports and analyze data.  3. Organize and manage digital content including documents, images, videos and other multi media. |
| Skills Required | 1. Proficient in Microsoft Office (excel, word and power point).  2. Good written and verbal communication skills.  3. Proficiency in designing tools like Canva. |
| Place of Posting | Dept of Prosthodontics, Manav Rachna Dental College, Q block |
| Duration of Internship (Start and End Date) | 6 months from July 15th (Start & end date to be decided by faculty/ department and working hrs will be aligned as per department schedule) |
| **SALARY DETAILS** | |
| Minimum No. Of Hours (As required by the department) | **40 hrs/month** |
| Training Period | **5 hrs** |
| Stipend paid during training | **No** |
| Bond or Service Contact (If yes, give details) | **Yes (in form of joining letter)** |
| **ELIGIBILITY** | |
| Eligible Courses/Branches | **UG/PG** |

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