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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 Commerce |
| Website / Other source of Information | manavrachna.edu.in |
| Profile Type (Teaching/ Non Teaching) | Non-Teaching |
| Brief write-up on the Department (50 to 75 words) | School of Commerce (SoC) commenced in July 2013, formerly as the Faculty of Commerce and Business Studies. The school offers four programs: M.Com with CPA, B.Com (Honors), B.Com (Honors) with ACCA courses, and Ph.D with the latest industry-ready curriculum, which is kept regularly updated as per the requirements of recruiters and stakeholders.  There is an excellent thrust on practical applications. We provide a highly interactive learning environment so that the students get a complete feel for the subject and get fully involved in its application.  One of our key areas of strength is a highly qualified, experienced, committed, and professionally oriented faculty. Most of them are doctorates or engaged in doctoral research.  Apart from rigorous classroom teaching, the students are given online practical assignments, and there are regular mentoring sessions for students to discuss and resolve academic problems individually. |
| **JOB PROFILE** | |
| Designation | Admission Intern |
| Job Description | An admission internship typically involves various tasks and responsibilities that support the school's admission-related activities. Some job responsibilities of an admission intern are as follows:   1. Application processing 2. Data management 3. Communication 4. Event Support 5. Evaluation and review 6. Outreach 7. Administrative Support 8. Social and digital media engagement 9. Feedback and improvement |
| Skills Required | The candidate should have good communication skills, a fair understanding of Commerce education and be able to market the School's achievements and courses. He/She should have the ability to convince others for admission. |
| Place of Posting | MRIIRS |
| Duration of Internship (Start and End Date) | April ‘2024 to August 2024 |
| **SALARY DETAILS** | |
| Minimum No. Of Hours (As required by the department) | **40 hrs/month** |
| Training Period | **5 hrs** |
| Stipend paid during training | **Yes as per University Norms** |
| Bond or Service Contact (If yes, give details) | **Yes (in form of joining letter)** |
| **ELIGIBILITY** | |
| Eligible Courses/Branches | **UG/PG** |

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