

### **Terms of Reference for Intern (Admission Office)**

Objective: The internship will be for six months from 5<sup>th</sup> Feb 2024 to 31<sup>st</sup> July 2024.

The Intern for Student Services Department will support the Student Services Department during the students' admissions. The intern will assist the Assistant Student Services Officer on day-to-day admissions related work.

Compensation will be Nu. 8,000/- per month. The intern is expected to work during office hours (8:30 AM - 4:30 PM) and any other required time including evening hours for urgent tasks.

Responsibilities include:

- Follow up with prospective students who applied for admission online.
- Assist the Student Service Officer with compiling scholarship applications.
- Keep a track of daily inquiries related to admissions.
- Filing of admission documents.
- Any other tasks that may be assigned.

The interns will be supervised by Mr. Sanjay Pradhan, Student Services and Admissions Manager.