



Job Description

Position Title	Intern – NUS Summer Program Pakistan
Department	Office of Admissions
Reporting To	Assistant Manager Admissions
Type of Position	Contractual

POSITION DESCRIPTION

Habib University in partnership with Sajjad Foundation and other donors shortlist and sponsor students from all over Pakistan who attend the Summer Program at National University of Singapore. Conducted over two weeks, this residential program offers a unique opportunity for students to learn how public policies are formulated and gain important insights on business practices and entrepreneurship development in Singapore.

The Office of Admissions at Habib University is responsible for managing the entire NUS summer program process efficiently and smoothly, from managing applications, marketing, communication, assessment, interviews, documentation, arranging accommodation, travel and visas to conducting orientation ceremony.

The Intern for NUS Summer Program will get a glimpse of what it is like to work for an International University's summer program. Interns are contemplated to be passionate about NUS Summer Program, Habib University and Sajjad Foundation. The intern will be mainly responsible to assist efficiently in managing all the program related tasks.

DUTIES AND RESPONSIBILITIES

- ✓ Corresponding with applicants/shortlisted candidates through phone, emails, text messages, mail and social media platforms.
- ✓ Assisting in shortlisting procedure of candidates and establishing any communication that leads from there.
- ✓ Documenting and filing of all relevant files and folders including application submissions, assessment, contracts, visa processing, tickets and travel insurance documents/data.
- ✓ Assisting in shortlisted candidate's accommodation, travel and visa processing.
- ✓ Providing support in conducting the NUS summer program Orientation event smoothly.
- ✓ Managing the Facebook page of NUS program Pakistan and collecting pre/post NUS program testimonials from the chosen students and alumni.
- ✓ Maintaining and organizing current and previous NUS summer program data.
- ✓ Conducting routine administrative tasks
- ✓ Following university policies and guidelines related to the NUS summer program and otherwise
- ✓ Working closely with the Assistant Manager Admissions and Head of Admissions to provide support wherever required
- ✓ Carrying out additional responsibilities and tasks as assigned by Assistant Manager Admissions and Head of Admissions

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduation
Required Experience	✓ None

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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Good written and oral communication skills	High
2.	Flexible in terms of working hours (weekends, evenings, etc.) as needed	Medium
3.	Energetic and quick at responding	High
4.	Well organized and team player	High
5.	Mature, self-driven, results-oriented individual, who displays flexibility and ability to handle multiple tasks simultaneously.	Low

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