



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

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IIM Amritsar- Administrative Internship Program 2022

Reports to: Head of the Department/Immediate Supervisor

Classification: Internship

Duration: One- year (Full-Time)

Stipend: Rs. 20,000/- Monthly

The Indian Institute of Management's Administrative Internship Program, Amritsar, provides comprehensive career services to graduate students at IIM Amritsar. The various functional activities seek to prepare students for success in a global society through early career engagement and exploration. During this internship, the interns will be a part of the team to work collaboratively with teammates and assist the department head. The Interns are responsible for various administrative and communications functions within the institute in the functional areas of Human Resources, Accounts & Finance, Information Technology, Academic Programs, Corporate Relations, Director's Office, etc., and support in other administrative duties assigned.

1. Intern (Director's Office):

- Assisting in preparing budgets, financial and other reports for the Director, Board of Governors, Ministry of Education, and other Government agencies.
- Research and analyze data and prepare presentations
- Coordinates arrangements for various meetings.
- Liaise with internal and external stakeholders and act as liaisons between them and the Director's Office.
- Draft circulars, office orders, and other notifications from the Director's office and disseminate them to the concerned individuals.
- Receive, review, prioritize, and appropriately distribute the incoming correspondences (electronic and physical) addressed to the Director and take appropriate actions.
- Manage the calendar of the Director, schedule appointments and arrange travel plans, prepare expense reports as per the institute's policies, etc.
- Provides other general administrative support to the Director's office
- Other duties as assigned by the designated authorities.

2. Intern -HR Department:

- Coordinates faculty/Staff recruitment,
- Prepare HR-related reports as needed (like training budgets by department).
- Forecast costs by department and help create budgets.
- Assist hiring manager in designing hiring and training plans and posting job advertisements to job boards and social media platforms.
- Organizing interviews with shortlisted candidates, posting job advertisements on job boards and social media platforms, and employee contract renewal.
- Analyzing internal surveys and preparing reports based on management.
- Assess results from our employee performance reviews
- Prepare a legal compliance report.
- Assist manager in performance cycle management.
- Performs other duties and responsibilities as assigned.

3. Intern- Finance & Accounts:

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Under the supervision preparing financial reports, such as balance sheets and income statements, invoices, bank reconciliation statements and other documents.
- Working with bookkeeping software.
- Handling sensitive or confidential information with honesty and integrity.
- Analyzing data collected to determine the institute's financial health.
- Assist with audits.
- Performs other duties and responsibilities as assigned.

4. IT Intern:

- Support the IT team in maintaining hardware, software, and other systems
- Assist with troubleshooting issues and provide technical support
- Organize and maintain IT resources
- Lend IT support in areas such as cybersecurity, programming, analytics, and data center management
- Record activities, solutions, and other responses to the request for service.
- Assist in maintaining inventory records and documentation for equipment. •
- Assist in developing and providing user training for basic hardware and software use.
- Perform other duties/projects as assigned from time to time.



5. Intern- Academic Programs:

- Coordinates the arrangement of program launch and closure ceremonies, convocation, graduation ceremonies, etc.
- Assists the faculty and the program participants by promptly addressing issues and concerns related to the program;
- Liaises with MBA/EMBA Program Office, Library, and IT for logistics and arrangements;
- Collects, verifies, and maintains the credentials and documentation of the program participants in physical and electronic formats and resolves any discrepancies;
- Administers, processes, and tabulates course and program feedback from the participants;
- Liaises with the hotel for accommodation, travel, transport, and other logistics for the program participants for the in-house programs;
- Prepares the classrooms (both offline and online), audio-visual equipment, computers, seating arrangements, etc., for the Executive Education Programs;
- Any other duty may be assigned by the Chair of the program/Dean/Chair of Executive Education/Program Executive or other designated authorities.

6. Intern - Corporate Relations:

- Identify opportunities for improving recruiting operations and processes.
- Market Research and development of corporate lead lists.
- Coordinate and schedule meetings and interviews.
- Update and manage data related to placements.
- Track employee referral candidates through the hiring process.
- Assist with organization and execution of recruiting projects.
- Arranging logistics for HR Team coming for placement and coordinating placement activities.
- Coordinating with students for the placement drive and smoothing out the process.
- Any other duty may be assigned by the Chair or the other designated authorities.

Qualification Requirements

Minimum graduate degree (B. Com/BBA/ BA/BA(Honors)/BCA/ B.Sc.IT) team-oriented individual, willing to perform various tasks inside and outside of this job description.


Additional Skill Requirements:

Must demonstrate strong skills in the following areas: strong written and verbal communication skills, drafting, editing, self-motivated, ability to prioritize and work on multiple tasks simultaneously, time management, detailed-oriented, teamwork, problem-solving, etc.



Who can apply:

A recent graduate for a full-time (in-office internship) has relevant skills and interests and is available for 12 months. Students already working and having experience are not eligible to apply. If interested, please send your application (cover letter and updated resume) specifying the area of your interest to (hr@iimamritsar.ac.in)


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