

Terms of Reference –Student Intern for Student Services Department

Student Intern for Student Services Department position will support Student Services Department during the admission. The intern will assist the Assistant Student Services Officer on day-to-day admission data and information collection of new students.

The Internship position is for a period of three (3) months, from March 16th to June 15th, 2015. The intern is expected to work 2 hours daily from Monday to Saturday, for minimum 10 hours per week.

Responsibilities include:

- To Punch new applicants data from the admission forms to an excel sheet in a format that will be provided by the ASSO.
- Update the ASSO on daily basis about the application forms
- Keep a track of daily application forms and report to the ASSO on a daily basis
- Handover the application forms on daily basis to the ASSO
- Filing of admission documents
- Any other admission/SSD related duties which may be assigned.

Terms and Conditions of the Employment

- **Student Intern** shall be a RTC student studying in the 2nd year. Applicant may be Day-Scholar or Border, however, if Day Scholar, they shall make their own transportation arrangements after work hours.
- **Student Intern** will be paid on hourly basis by end of each month. The remuneration shall be Nu. 50/- per hour. Further, they shall be awarded a recognition letter for their work experience at the end of the service term.
- Other than RTC observed holidays, the **Student Intern** shall not be eligible for any kind of leave.
- **Student Intern** will maintain strict confidentiality on all information related to students obtained during the course of their duties. The intern shall abide by the Code of Conduct stipulated in the RTC HR Manual.
- The attendance of the **Student Intern** shall be maintained by the Student Services Department(SSD) for necessary actions. Repeated poor performance, gross absenteeism, erratic attendance will lead to the immediate termination of internship.
- **Student Intern** can be removed from their positions in case of failure to meet the terms and conditions of the position.
- The SSD reserves the right to cancel the internship if in its opinion the position of the internship or intern's service is not required.

This position will be supervised by the Asst. Registrar/ASSO