



**Bharati College**  
(University of Delhi)



**OPUS**  
TRAINING & PLACEMENT CELL

**kamarth**

## Internship Opportunity

Company:

**Kamarth**

Profiles (refer JD for Details)

- Campaign Leader
- Content Writer
- Graphics Designer
- HR Intern
- Research Analyst
- Script Writer
- Video Anchor
- Video Editor

Eligibility:

**All Course**

Duration:

**Refer JD for Details**

Stipend/ Perks:

**Refer JD for Details**

Mode:

**Hybrid**

Selection Procedure:

**Refer JD for Details**

Registration Link:

**<https://forms.gle/boweUd2gejPezUhg9>**

Last Date for Application:

**8<sup>Th</sup> February 2024, 11:00pm**

## **Campaign Leader - Job Description**

<b>Location</b>	-	Work From Home
<b>Duration</b>	-	01 Months
<b>Selection</b>	-	It'll be based on the Resume
<b>Working Hours</b>	-	Flexible

### **Work Profile**

Your roles as a Campaign Leader would be

- Create and manage a team of campus ambassadors.
- Plan, execute and manage the day to day activity of your campus ambassadors.
- Create brand awareness in your college and society through various social media handles.
- Open for all the students

### **Benefits**

- Proper Professional Training
- Certificate on completion of internship
- After 03 Months, it can be converted into full-time job / paid internship (Performance Based)
- Flexible working hours
- LinkedIn recommendation (Performance Based)
- Letter of recommendation (Performance Based)
- Get a chance to explore the start-up ecosystem

## **Content Writer - Job Description**

<b>Type</b>	-	Hybrid (Both Online & Offline)
<b>Duration</b>	-	03 Months [ 1 Month Probation ]
<b>Selection</b>	-	It'll be based on the Resume as well as Assigned task
<b>Working Hours</b>	-	Flexible
<b>Working Location</b>	-	North Campus, University of Delhi, Delhi 110007 (In case of Offline)

## Work Profile

Your roles as a Content Writer would be

- Research on industry related topics by combining various trusted sources in offline and online mode.
- Deliver quality writing pieces.
- Collaborate with other members to create innovative content ideas.
- Ensure compliance with the laws & policies of Google (e.g. copyright)

## Skills Requirement

- Writing and Editing skills in both English & Hindi language.
- Basic knowledge of SEO

## Benefits

- Proper Professional Training
- Certificate on completion of internship
- After 03 Months, it can be converted into full-time job / paid internship (Performance Based)
- Flexible working hours
- LinkedIn recommendation (Performance Based)
- Letter of recommendation (Performance Based)
- Get a chance to explore the start-up ecosystem

## Graphic Designer - Job Description

<b>Type</b>	-	Hybrid (Both Online & Offline)
<b>Duration</b>	-	03 Months [ 1 Month Probation ]
<b>Selection</b>	-	It'll be based on the Resume as well as Assigned task
<b>Working Hours</b>	-	Flexible
<b>Working Location</b>	-	North Campus, University of Delhi, Delhi 110007
(In case of Offline)		

## **Work Profile**

Your roles as a Graphic Designer Intern would be

- Create and design various post for social media and website.
- Brainstorming with team to create a new concept.

## **Skills Requirement**

- Basic knowledge of layouts, typography, line composition, colour and other graphic design fundamentals.
- Working knowledge of software or tools like Adobe Photoshop, Adobe illustrator, Canva etc.

## **Benefits**

- Proper Professional Training
- Certificate on completion of internship
- After 03 Months, it can be converted into full-time job / paid internship (Performance Based)
- Flexible working hours
- LinkedIn recommendation (Performance Based)
- Letter of recommendation (Performance Based)
- Get a chance to explore the start-up ecosystem

## **Human Resources Intern – Job Description**

<b>Type</b>	-	Hybrid (Both Online & Offline)
<b>Duration</b>	-	03 Months [ 1 Month Probation ]
<b>Selection</b>	-	It'll be based on the Resume as well as Interview
<b>Working Hours</b>	-	Flexible
<b>Working Location</b>	-	North Campus, University of Delhi, Delhi 110007 (In case of Offline)

## **Work Profile**

Your roles as a Human Resources Intern would be

- Update our internal databases with new employee information, including contact details and employment forms.
- Screen resumes and application forms.
- Schedule and confirm interviews with candidates.
- Post, update and remove job ads from job boards, careers pages and social networks.
- Prepare HR-related reports as needed.



### **Skills Requirement**

- Experience with MS Office
- Good understanding of full-cycle recruiting
- Basic knowledge of labor legislation

### **Benefits**

- Proper Professional Training
- Certificate on completion of internship
- After 03 Months, it can be converted into full-time job / paid internship (Performance Based)
- Flexible working hours
- LinkedIn recommendation (Performance Based)
- Letter of recommendation (Performance Based)
- Get a chance to explore the start-up ecosystem

## **Research Analyst – Job Description**

<b>Type</b>	-	Hybrid (Both Online & Offline)
<b>Duration</b>	-	03 Months [ 1 Month Probation ]
<b>Selection</b>	-	It'll be based on the Resume as well as Assigned task
<b>Working Hours</b>	-	Flexible
<b>Working Location</b>	-	North Campus, University of Delhi, Delhi 110007 (In case of Offline)

### **Work Profile**

Your roles as a Research Analyst would be

- Organizing and analyzing data, creating charts and graphs, and presenting your findings to the leadership team.
- Providing recommendations to improve business operations.
- Organizing and storing data for future research projects.

### **Skills Requirement**

- Ability to manage multiple projects of varying complexities, meet deadlines, and work well under pressure.
- Excellent problem-solving, communication, and team-working skills.

### **Benefits**

- ❖ Proper Professional Training
- ❖ Certificate on completion of internship
- ❖ After 03 Months, it can be converted into full-time job / paid internship (Performance Based)
- ❖ Flexible working hours
- ❖ LinkedIn recommendation (Performance Based)
- ❖ Letter of recommendation (Performance Based)
- ❖ Get a chance to explore the start-up ecosystem

### **Script Writer – Job Description**

<b>Type</b>	-	Hybrid (Both Online & Offline)
<b>Duration</b>	-	03 Months [ 1 Month Probation ]
<b>Selection</b>	-	It'll be based on the Resume as well as Assigned task
<b>Working Hours</b>	-	Flexible
<b>Working Location</b>	-	North Campus, University of Delhi, Delhi 110007 (In case of Offline)

#### **Work Profile**

Your roles as a Script Writer would be

- Research on industry related topics by combining various trusted sources in offline and online mode.
- Regularly write various scripts, for youtube channels.
- Edit content produced by other members of the team.
- Collaborate with other members to create innovative content ideas.
- Ensure compliance with the laws & policies of Google (e.g. copyright)
- Stay up-to-date with developments & generate new ideas to draw the audience's attention.

#### **Skills Requirement**

- Writing and Editing skills in both English & Hindi language.
- Can present content in a fun & interactive way

### **Benefits**

- ❖ Proper Professional Training
- ❖ Certificate on completion of internship
- ❖ After 03 Months, it can be converted into full-time job / paid internship (Performance Based)
- ❖ Flexible working hours
- ❖ LinkedIn recommendation (Performance Based)
- ❖ Letter of recommendation (Performance Based)
- ❖ Get a chance to explore the start-up ecosystem

## **Video Anchor - Job Description**

<b>Type</b>	-	Hybrid (Both Online & Offline)
<b>Duration</b>	-	03 Months [ 1 Month Probation ]
<b>Selection</b>	-	It'll be based on the Resume as well as Assigned task
<b>Working Hours</b>	-	Flexible
<b>Working Location</b>	-	North Campus, University of Delhi, Delhi 110007 (In case of Offline)
<b>Stipend</b>	-	It will be 3k – 6k per month

### **Work Profile**

Your roles as a Video Anchor would be

- Plan and prepare meticulously on presenting the topics related to sexual health & education and shooting videos for Social media platform like youtube, instagram, etc.
- Understanding the daily vibes in the field of the same and create unique content.
- Should translate written material to video formats without compromising on the details of the content.
- Work with team member to achieve the quality of output.

### **Skills Requirement**

- Presentable and pleasing personality.
- should have a good screen presence, good voice and good body language.
- Knowledge of educational industry is add on advantage.

### **Benefits**

- Stipend will be 3k to 6k per month
- Proper Professional Training
- Certificate on completion of internship
- Flexible working hours
- LinkedIn recommendation (Performance Based)
- Letter of recommendation (Performance Based)
- Get a chance to explore the start-up ecosystem

## **Video Editor - Job Description**

<b>Type</b>	-	Hybrid (Both Online & Offline)
<b>Duration</b>	-	03 Months [ 1 Month Probation ]
<b>Selection</b>	-	It'll be based on the Resume as well as Assigned task
<b>Working Hours</b>	-	Flexible
<b>Working Location</b>	-	North Campus, University of Delhi, Delhi 110007 (In case of Offline)

### **Work Profile**

Your roles as a video editor intern would be

- Edit the recorded footage
- Continuously discover and implement new editing technologies and industry's best practices to maximize efficiency.

### **Skills Requirement**

- Working knowledge of Video Editing Software
- Creative mindset

### **Benefits**

- Proper Professional Training
- Certificate on completion of internship
- After 03 Months, it can be converted into full-time job / paid internship (Performance Based)
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- Letter of recommendation (Performance Based)
- Get a chance to explore the start-up ecosystem