

**Field:** Education  
**Name:** Hajvery University  
**Location:** Lahore, Pakistan  
**Name of Positions:** Office of Student Recruitment & PR Executive Intern  
Office of Administration Executive Intern  
Office of Innovation & IT Executive Intern

**Brief Description of Organization:**

Hajvery University (HU) is amongst the oldest private sector universities of Pakistan. It is an interdisciplinary university with 6 faculties offering 23+ degree programs and serving 4500+ male and female students from across Pakistan and other continents. Beyond the classroom, HU offers a vibrant, multicultural student life that enriches the university experience. HU is partnered with 25+ universities across the globe to provide exchange opportunities for students.

**Information specific to the internship:**

**Primary Responsibilities**

**Office of Student Recruitment & PR Executive Intern**

1. Planning, developing and implementing PR strategies
2. Liaising with colleagues and key spokespeople
3. Liaising with and answering enquiries from media, individuals and other organizations
4. Researching, writing and distributing press releases to targeted media
5. Collating and analyzing media coverage; writing and editing in-house magazines, preparing and supervising the production of publicity brochures, handouts, promotional videos, photographs
6. Organizing events, exhibitions and open days

**Office of Administration Executive Intern**

1. Addressing current student and parent concerns
2. Handling inquiries and managing students issues
3. Liaising with academic staff
4. Innovating new procedures and policies to assist current students
5. Managing the day-to-day administrative activities

**Office of Innovation & IT Executive Intern**

1. Devising new policies and procedures to assist current students
2. Reforming existing work flows and making them more user-friendly and efficient
3. Researching effective techniques of using IT in the classroom
4. Implementation of web 2.0 techniques in everyday classroom education

**Schedule:**

Desired start date is flexible based on student schedule.

**Stipend:**

Student interns will be provided with small stipend.

**Contact:**

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