

## Job details for Intern at Admission Office

<b>Job Specification</b>	<b>Job Description</b>
<p><b>Department:</b> Admission Office</p> <p><b>Industry:</b> Education</p> <p><b>Functional Area:</b> Intern</p> <p><b>Total Positions:</b> 4 Posts</p> <p><b>Job Type:</b> Temporary</p> <p><b>Job Location:</b> COMSATS University, Attock. Pakistan</p> <p><b>Gender:</b> Male/Female</p> <p><b>Age:</b> 22 - 26 Years</p> <p><b>Minimum Education:</b> Graduation  (Computer Science, Management Science, Engineering and Mathematics)</p> <p><b>Minimum Experience:</b> Less than 1 Year</p> <p><b>Apply Before:</b> May 20, 2019</p>	<p><b>Responsibilities</b></p> <ol style="list-style-type: none"><li>1. To assist and facilitate admission office in administrative tasks.</li><li>2. Documentation and reporting of assigned tasks.</li><li>3. Any other task assigned related to admissions.</li></ol> <p><b>Skills</b></p> <ol style="list-style-type: none"><li>4. Proficient in MS Office, particularly MS Excel and MS Word.</li><li>5. Strong communication skills with fluency in English and Urdu.</li></ol>
<b>Send your resume to: <a href="mailto:admissions@cuiatk.edu.pk">admissions@cuiatk.edu.pk</a></b>	