# KITE Internship Information

## Insight:

The following are details of a paid Internship at the Karachi Institute of Technology & Entrepreneurship (KITE). The internship starts in August 2017 and will end in August 2018. The pay grade is between a regular intern and a fully qualified job. Preference is given to those taking a full gap year. Timings are officially from 9am to 5pm while working days are Monday to Friday. On special occasions such as admission test days or other events, interns would also be required to come on Saturdays. Internship positions are in the sectors of engineering lab assistant, IT/network support and marketing. Application procedure, requirements and possible task list are mentioned below.

This is a fantastic real world simulation opportunity, for students that are free or on a gap year, to work in a university that is entrepreneurship centered. It will help in career selection, searching for great education opportunities for higher education and learning about startups, brand management and entrepreneurship.

## Application Procedure:

An up to date CV with cover letter is to be sent to the email address:
**careers@kite.edu.pk**

## Requirements:

1.  Hold at least an A levels (or equivalent) qualification
2.  Have excellent spoken, written and communication skills in English
3.  Is available for a period of 1 year
4.  Have willingness and the passion to learn
5.  Should be able to do at least 50% of tasks mentioned below

Up to 3 weeks of training will be provided to selected interns so they are fully capable of handling assigned tasks that they are not yet already capable of doing.

## Possible List of Tasks:

| **Engineering Lab:**

- Pre class equipment/parts setup
- Assisting students in lab work, taking out and distributing parts to students
- Setup of lab equipment like oscilloscope and power supplies
- Organizing the Lab and after class packing of equipment
- Procurement of lab equipment/parts needed for class by ordering online or purchasing directly from shops

| **IT/Networking Support:**

- Installing required software for classes/exams
- Exam/test setup such as restricting network connection etc
- Assisting Log in to PCs
- Solving PC, Projector, speaker issues in all classrooms
- Setup of speaker and wireless mic for Exponential Technologies and other guest speaker events
- Internet uplink check and complaints to Service provider if Internet is down
- Zong Internet devices maintenance and regular recharging
- Printer maintenance and troubleshooting
- Admission test server support
- GSuite user management (Blocking/Unblocking accounts etc)

| **Marketing:**

- Covering guest speaker sessions, events such as Exponential Technologies, KITE Life daily updates
- Photography for web and Facebook posters
- Videography for promotional materials such as the 2 KITE Life videos and future projects
- Use of Adobe Photoshop, Lightroom, Illustrator etc for photo editing and making posters, certificates, Award shield templates, visiting cards, Facebook banners and Facebook cover posters, page icons and flyers for degrees, etc.
- Making sure text is within acceptable limits for Facebook boosting using Facebook Text Overlay Tool
- Facebook page management for KITE (Posting admission posters, scholarship offer posters (e.g. AKU-EB), regular #KITELife updates, posting promotional videos , Guest speaker photos etc) and for The Inventors' Lab (Posting new flyers, curriculum etc creating events for marketing, posting regular pictures of camps)

| **Special Projects such as The Inventors' lab:**

- Website updating, making graphics and flyers for website,
- Making and managing google forms for camps
- Emails + PR management
- Camp management such as keeping track of progress, suggesting improvements to Integrated Dynamics, helping create the curriculum
- Reaching out to potential schools such as KGS, Haque Academy, CAS School, Nixor, Cedar, Lyceum, BOS, Bay View, Beaconhouse, etc  for potential clients

| **KITE Website:**

- General website updating such as admission test dates and outdated information, editing faculty profiles, managing menus, graphics etc, text editing etc, making banners and graphics for website such as for front page sliding banner, posting pictures in gallery, posting flyers/posters, making landing pages and write-ups for new degrees/new content.
- Exporting list of new admission registrations from registration form on website and emailing Amber the excel sheet.
- Updating KITE Registration Form name, settings, dates, email confirmation and browser confirmation to match Fall/Spring 20XX dates accordingly

| **Miscellaneous:**

- Be a proctor in exams/tests
- Help in admission tests checking, online test ID creation etc
- Photography lab TA for setup of lights etc
- Management of KITE camera and issuance of camera to students and keeping a record of it
- Video recording of presentations for classes upon request