Vivekananda Institute of Professional Studies- Technical Campus

Job Title- Data Administrator (Intern)

Location- New Delhi

Duration- Project based

Position Type- Internship (Part-time)

Position Overview:

Are you a highly motivated and tech-savvy student looking to gain valuable experience in data administration? We are seeking two enthusiastic interns to join our team at VIPS- TC as Data Administrators. In this role, you will play a crucial part in managing and organizing our data resources, ensuring data integrity, and supporting various data-driven projects relating to our official website development. This internship provides an excellent opportunity to enhance your skills in data management, gain hands-on experience with Firebase and NoSQL databases, and contribute to the success of our institutions' data-driven initiatives.

Key Responsibilities:

- Data Management:
  Collaborate with the web development team to ensure accurate and up-to-date data on the institution's website. Maintain and optimize data storage, including database schema design and organization. Implement data integrity checks to prevent errors and inconsistencies.
- Database Maintenance:
  Utilize Firebase and NoSQL databases to store and retrieve website data. Monitor database performance, troubleshoot issues, and optimize queries for efficient data retrieval. Implement backup and recovery procedures to safeguard website data.
- Data Analysis Support:
  Assist in collecting and analysing website usage data, user behaviour, and performance metrics. Collaborate with the web analytics team to create reports and insights for website improvement.
- Documentation:
  Document data management processes, procedures, and best practices. Create and update data dictionaries and metadata information.

Qualifications:

- Currently enrolled as a student at VIPS-TC, pursuing a degree in a relevant field (e.g., Computer Science, Data Science, Information Technology, or a related discipline).
- Strong interest in data management and administration.
- Basic knowledge of databases and data management concepts.
- Familiarity with Firebase and NoSQL databases is a plus.
- Proficiency in Microsoft Excel or Google Sheets.
- Excellent attention to detail and organizational skills.
- Strong problem-solving abilities and analytical thinking.
- Effective communication and teamwork skills.
- Ability to handle sensitive and confidential information with discretion.
- Self-motivated and eager to learn.
- Prior experience or coursework related to data management is a bonus but not required.

Remuneration:

This internship offers a comprehensive stipend of INR 11,000 for the intern after the completion of the project. Alongside the monetary benefits, the intern will gain valuable experience, mentorship, and the opportunity to expand their portfolio and skills in data management field.

VIPS-TC is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences. VIPS-TC is dedicated to creating a diverse, inclusive, and equitable campus environment. Application does not ensure internship or job placement, and there is no guarantee of permanent employment.