ST JOSEPH'S UNIVERSITY
BENGALURU, INDIA

ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

STAFF RECRUITMENT 2026
SJU Lalbagh Road & Bannerghatta Road

WE ARE HIRING



FOR THESE NON-TEACHING POSTS:

ADMISSION OFFICE INTERNS &
HUMAN RESOURCES INTERNS

An internship opportunity for driven new graduates, preferably from SJU. Candidates with academic backlogs looking to upskill are also welcome to apply!

Interested candidates for this non-teaching posts should fill out the Google Form (link provided below) and upload their CV, cover letter, and list of publications (if any) as attachments to the Form. The Google Form should be submitted on or before **Saturday, 5 December 2026**.

Google Form link: **https://forms.gle/QBSWD97eJmXeRPiQ8**

NOTE:

Work timings vary by shift, as the University runs 3 shifts, including a Third Shift from 2:00 pm to 9:00 pm. The selected candidates are expected to join immediately after the final selection.

SJU Main Campus, # 36, Lalbagh Road, Bengaluru 560027

SJU B-Block, SOS Post, Kalena Agrahara, Bannerghatta Road, Bengaluru 560076

www.sju.edu.in

2221 1429 / 4079

ADMISSION OFFICE INTERNS

Roles and Responsibilities:

- Coordinate online and offline interviews and ensure they run smoothly for candidates and panel members.
- Check candidate documents and inform candidates of any discrepancies before the interview.
- Handle daily email correspondence and provide clear, accurate responses to admission-related queries.
- Answer calls from parents and candidates and provide accurate information on admissions.
- Assist parents at the Admission Office with fee payments and admission-related queries.
- Welcome visitors at the Reception and guide them with their admission enquiries.
- Work from either the SJU Main Block or the B-Block, as assigned.
- Should have working knowledge of Excel and Google Sheets.
- Should be able to speak English (mandatory) and at least one regional language from Kannada, Tamil, Hindi, Telugu or Malayalam.

HR INTERNS

Roles and Responsibilities:

- Contact shortlisted candidates to schedule interviews and respond to candidate inquiries.
- Assist with filing and maintaining HR documentation.
- Collect and update basic employee information.
- Prepare interview documentation and coordinate interview logistics on campus.
- Support the employee onboarding process.
- Handle all employee and candidate information with strict confidentiality.
- Perform other administrative and support duties as assigned by the HR team.