



JOB DESCRIPTION - ACADEMIC INTERN

ABOUT:

Alliance Française de Delhi (AFD) is one of India's leading cultural and educational institutions dedicated to promoting the French language and Francophone culture. With a vibrant multicultural environment, AFD offers an exciting opportunity for motivated professionals who are passionate about communication, hospitality, and administration.

*We are currently seeking a dynamic, organized, and service-oriented **Academic Intern** who will work Under the supervision of the Academic Director, the candidate will collaborate closely with the Administration team and the Translation Cell.*

KEY RESPONSIBILITIES:

- Provide administrative support to the **Translation Cell and Academic** team, including filing physical documents, scanning and electronically archiving records, data entry, updating Excel spreadsheets, preparing documents, and maintaining accurate records.
- Conduct online verification of documents for all certified translation requests received through the Translation Cell.
- Review submitted documents for completeness and accuracy, and communicate with clients regarding any discrepancies or additional documentation required.
- Coordinate appointments with clients for the submission and collection of certified translation documents.
- Send certified digital copies of translated documents to clients in accordance with the Translation Cell's procedures.
- Prepare and maintain daily invoices, translation records, and monthly operational reports with accuracy and confidentiality.
- Assist in receiving, processing, and delivering certified translation documents throughout the translation workflow.
- Ensure that all client information and institutional documents are handled with professionalism, confidentiality, and in compliance with organizational procedures.
- Support the Translation Cell and Academic team in other administrative, operational, and project-related tasks as assigned by the reporting manager.
- Perform any other duties consistent with the role of an Academic Intern that may be assigned from time to time to support the efficient functioning of the institution.

SKILLS & EDUCATIONAL QUALIFICATIONS:

Educational Qualifications

- Bachelor's degree (completed or currently pursuing) in Business Administration, Commerce, Humanities, Languages, Education, or a related field.
- Knowledge of French (A1/A2 level or above) is desirable.
- AFD students are encouraged to apply.

Skills

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- Strong organizational, administrative, and data management skills.
- Excellent written and verbal communication skills in English.
- Good interpersonal and customer service skills.
- Ability to maintain confidentiality and handle sensitive information.
- Strong attention to detail, time management, and multitasking abilities.
- Willingness to learn, take initiative, and work collaboratively in a team environment.

HOW TO APPLY:

If interested, kindly send your CV + Cover Letter at career@afdelhi.org **latest by 29th July 2026.**

Specify subject of the message as **Application for “Academic Intern_Your Name”**

For any queries contact: hr_coordinator@afdelhi.org

Important:

- Fixed term duration of 2 months – August to Sept 2026
- On-Site internship (Fulltime 8:30am to 5:00pm)
- **Monthly Stipend:** Rs. 17,000/- Gross Per Month
- **Start Date:** Immediately (preferred)
- Resume / CV
- Motivation Letter
- If current or previous student of AF Delhi, specify session & batch code
- Photo