

# Indian Institute of Technology Gandhinagar

## Advertisement for Professionals in External Communications Office

Applications are invited for the post of a trainee in the office of External Communications at the Indian Institute of Technology Gandhinagar (IITGN).

**About External Communications.** The Department of External Communications at IIT Gandhinagar manages various responsibilities including, but not limited to, maintaining the websites of the institute, curating and creating content for various social media profiles, publishing newsletters, annual reports, brochures, videography for events, end-to-end management of creative video shoots, etc. We are pleased to announce several positions for the department as per details below.

**Positions available:** 4 Trainees and 4 Professional Positions

**Remuneration:** 25,000 - 30,000 for trainees and 35,000 - 50,000 for professionals.

### Job Description:

#### Social Media Manager. (1Trainee, 1 Professional)

You will be involved in maintaining social media accounts across four platforms: LinkedIn, Twitter, Facebook, and Instagram. Your work will involve both day-to-day updates, responding to queries and replies, moderating comments, as well as being involved in suggesting strategic steps for growth on these platforms. You will be managing several accounts for different departments and events. Your goal would be to help grow and sustain institutional presence on social media.

*Skills required.* Good writing skills, attention to detail, and the ability to communicate fluently in English would be required. A working knowledge of operating social media accounts, managing content calendars, and marketing and outreach strategies. Past experience managing social media accounts is useful but not required.

#### Graphic Designer. (1Trainee, 1 Professional)

You will be involved in creating visual designs for various purposes. Examples include: event publicity, departmental brochures, annual reports, newsletters, poster design, design of flex banners, standees, invitation cards, visiting cards, and so on.

Requirements may vary in scope: you may be working on designing marketing material one day, and a science communication project the next, a data visualization project after that.

There will be a wide variety of assignments. You will be working with faculty members and staff from other departments. You will also be interfacing with the web development team to help ensure a uniform design aesthetic across our webpages as well.

*Skills required.* A working knowledge design software, including some subset of Canva, Illustrator, InDesign, Photoshop, Dreamweaver, and Corel Draw. A good sense of imagination for converting written or verbal briefs into interesting designs will be useful. A portfolio that showcases your creativity would be helpful but not required.

#### Videographer. (1 Trainee, 1 Professional)

You will be involved in creating videos for various purposes. Examples include: recording talks (in events, during courses, etc), creative videos showcasing research developments, products, interview recordings, campus video shoots, end-to-end event coverage, and so on.

Requirements may vary in scope: you may be working on the field one day, be post-processing videos the next day, and be back in a classroom for a week after that to fully cover some event. There will be a wide variety of assignments. You will be working with faculty members and staff from other departments. You will also be interfacing with the social media team for appropriate publicity of the materials you generate.

*Skills required.* A working knowledge video editing software, including some subset of Premiere Pro, After Effects, Audition, Blender, etc.

Familiarity with camera hardware and audio equipment is preferable. In the absence of this you will be required to learn these immediately. Familiarity with YouTube (good practices required for SEO for descriptions, optimal use of features like shorts, premiering of videos, and so on) would also be very helpful. You will be co-managing the institutional YouTube account and also helping setup YouTube accounts for individual departments.

A good imagination for converting written or verbal briefs into interesting videos will be useful. A portfolio that showcases your creativity would be helpful but not required.

#### Communications Assistant. (1 Trainee)

You will be involved in streamlining data about events at the institute, and help generate the raw data required for the creation of annual reports, newsletters, and other reports on a need-to basis. You will also manage the drafting of weekly broadcast emails with updates and announcements that are sent out to various communities within and beyond the institute. You will also help with coordination of resources for events. Finally, you would also help with documentation and drafting documents for ad-hoc projects.

*Skills required.* Good writing skills, attention to detail, and the ability to communicate fluently in English would be required. Hands-on experience in MS Office Suite and Google Workspace. Familiarity with Airtable and email newsletter software is useful but not required.

### Web Developer. (1 Professional)

You will be involved in the creation, maintenance and upkeep of various websites. In particular, you will be required to help with maintaining the appearance of websites by enforcing content standards, designing visual imagery for websites, and ensuring that they are in line with the overall institutional branding.

*Skills required.* A good design aesthetic. Experience with HTML/CSS/JS and the LAMP stack. Any experience with the JAMSTACK and other modern frameworks (e.g, Angular/React/etc) would be helpful but not required. The ability to write cross-platform apps would be preferable but is not required.

### **Eligibility:**

You should have the technical skills required for the assignments involved in the job that you are applying for (see the descriptions above). Your age should be less than 30 years old at the time of application.

Most of the work will involve interfacing with people from both within the team and several external stakeholders. You should be comfortable working in a team environment (or be willing to learn). Whenever your work involves the development of creative material, you will need to be *open to feedback* and fine-tuning your work over extensive communication with your project managers.

**Accommodation:** On-campus accommodation with applicable charges available on request.

**Tenure:** For trainees, one-year contractual position. For professionals, two-year contractual position. These tenures may be extended subject to candidates performance and institutional requirements at the time.

**Application Procedure:** Interested candidates may apply through [this form](#). Shortlisted candidates will subsequently be invited for an interview.

**Deadline to apply:** Midnight on 21 Jan 2023.