

Content Writer – IIT Gandhinagar

IIT Gandhinagar is seeking a content writer to join its Institutional Advancement Office. The responsibilities will include promoting the Institute's initiatives, achievements, and impact across various platforms. The candidate should be able to communicate information to different target audiences, such as academics, industry professionals, government agencies, potential institute donors, and others. They should be able to work collaboratively with internal institute stakeholders to develop and disseminate necessary publicity materials and other relevant collaterals. The candidate should have excellent English writing & editorial skills, coordination skills, presentation skills, and experience working with a multi-dimensional team structure.

Detailed responsibilities:

- Develop high-quality content for various purposes, including but not limited to website content, blogs, social media posts, newsletters, press releases, and promotional materials.
- Collaborate with various departments and stakeholders to gather information and create content communicating the institute's key messages and achievements.
- Conduct research to stay updated on industry trends, best practices, and relevant topics to ensure informative and engaging content.
- Coordinate with graphic designers, photographers, and videographers to enhance content with visual elements.

Eligibility/Job requirements:

The candidate must have a graduate or postgraduate degree in English, Journalism, Communications, or a related field.

- Proven experience as a content writer, copywriter, or similar role.
- Excellent writing, editing, proofreading, and note-taking skills with a keen eye for detail.
- Strong research skills and the ability to translate complex information into clear and engaging content.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong organisational and time-management skills with the ability to prioritise and manage multiple projects simultaneously.
- Knowledge of the higher education sector and experience working in a similar role within a university or academic institution is preferred.

To apply:

Please compile the documents mentioned below in a single PDF and email it to dean.advancement@iitgn.ac.in

1. Detailed CV with contact details
2. Cover Letter
3. Three writing samples showcasing your ability to create engaging content
4. Duration of Appointment: One year
5. Consolidated Monthly Pay: **Rs 35,000 – Rs. 50,000** per month (based on experience).
6. For candidates with a larger writing portfolio, please provide a link to the portfolio in the resume.

The last date for submitting the application is **20 April 2024** Shortlisted candidates will be called for a virtual/in-person interview. For queries, contact mouli@iitgn.ac.in.