

**RESEARCH AND DEVELOPMENT OFFICE**  
**Indian Institute of Technology Gandhinagar (IITGN), India**

**APPLICATIONS INVITED FOR PROGRAM ASSOCIATE - I/II/III**

**Job description**

We are actively seeking **two content writers** to join IIT Gandhinagar's Research and Development (R&D) communications team as **Program Associates**. This position requires proven experience crafting engaging narratives, fostering collaborations, and spearheading creative initiatives to promote scientific excellence. Key responsibilities will also involve developing and implementing strategic communication plans to effectively promote research and collaborating to align communication strategies with institutional goals and priorities. Successful candidates will be expected to develop content for various purposes, including but not limited to IITGN's R&D social media series, newsletter, annual research compendium, website content, blogs, press releases, and promotional materials. Essential to this position is the ability to articulate complex subject matter, ensuring comprehension across a wide audience demographic.

**Eligibility/Job Requirements**

- The candidates must have a graduate or postgraduate degree in science/engineering/science and technology communications, with good experience.
- Excellent English writing, editing, and proofreading skills, with a keen eye for detail. Storytelling skills, with the ability to translate complex scientific concepts into engaging narratives for diverse audiences.
- Monitor audience feedback and engagement metrics to assess the effectiveness of communication strategies. Continuously seek ways to improve content quality and engagement levels.
- Proficiency in digital media tools and platforms, including content management systems, social media analytics, and multimedia production software.
- Proven work experience as a science writer, copywriter, or similar role.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with researchers, faculty, and other internal and external stakeholders.
- Contribute to the development of new creative initiatives aimed at promoting and highlighting research excellence at IITGN.
- Strong organisational and time-management skills with the ability to prioritise and manage multiple projects simultaneously.
- Adequate proficiency in basic computer programs.
- Excellent note-taking skills using both physical and digital records

- **Duration:** Full-time for one year on a contract (with the possibility of extension based on performance)

**Remuneration:** INR 45,000 - 85,000 (Remuneration will be based on the candidate's skills and experience)

**Application procedure:** Interested candidates are requested to apply via this Application Form: <https://tinyurl.com/ytv4umcx> .

Please ensure that you **upload** as a **single PDF (in the Application form)** your: 1. Resume with contact details; 2. A scientific paper of your choice and a simplified version of the same in 150 words with a comprehensible and attractive title. The last date for accepting applications is **5th May 2024**. Shortlisted candidates will be called for an online interview. For queries, contact **vineet.vashista@iitgn.ac.in**.