

# Indian Institute of Technology Gandhinagar

## Advertisement for a Manager in the External Communications Office

Applications are invited for the post of a manager 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.

**Designation:** Manager for External Communications

**Job Description:** The External Communications group is currently a team of 10-12 people, comprising of web developers, social media managers, content writers, videographers, and graphic designers. Our department interfaces with nearly every other department in the institute, and works with a large volume of projects.

The manager is expected to help with creating concrete goals for mid to long term growth (e.g, three to five years), and working backwards from there. This would also involve helping the team achieve these goals by giving them monthly and weekly milestones. Crucially, the manager will also help prioritize projects and be an interface between stakeholders and the team.

The candidate will be expected to setup a planning solution (e.g, Asana) to streamline and organize the client experience, and also help the team keep track of their workloads and deadlines. The manager is expected to train the team in the use of these tools.

The candidate will be expected to schedule regular meetings with direct reports, and different sub-groups based on theme (i.e, the web development team, the social media team, the video and graphics team) to make sure that all projects are running on schedule, and to reassess timelines as and when required. The candidate will also be expected to lead regular update meetings involving the entire team along with relevant faculty stakeholders (e.g, the Associate Dean of External Communications, the faculty in-charges for social media and websites).

**Remuneration:** 70,000 - 1,30,000. Based on experience.

**Eligibility.**

A Masters degree (MBA preferred).

At least three years experience managing large teams.

Experience in communications/media management specifically desirable.

Experience with workflow management software is a plus.

General awareness of relevant technology and tools is useful, for instance, to make reasonable time estimates for specific requests.

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

**Tenure:** One-year contractual position which 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. Informal inquiries by email are welcome and can be sent to: [neeldhara.m@iitgn.ac.in](mailto:neeldhara.m@iitgn.ac.in)

**Deadline to apply:** Midnight on 10th August 2022