



Canada India Research
Centre for Learning
and Engagement

Job title: Student Outreach Assistant

The [Canada India Research Centre for Learning and Engagement](#) (CIRCLE) at the University of Guelph is an interdisciplinary nucleus for cutting edge research on India, south Asia and their diasporas. CIRCLE works to showcase, advocate, catalyse, and foster an equitable, respectful, and sustained exchange of knowledge between Canadian and Indian scholars on complex and emerging (and unexplored) topics related to sustainability and social and economic well-being.

CIRCLE is seeking an undergraduate student to assist with maintaining and updating its networking activities. This paid position would report to the Coordinator of CIRCLE and will work closely with the Director, Coordinator and other student assistants.

International students are encouraged to apply.

Duration: 20 September 2022 to 20 December 2022, involving 4 to 5 hours of work each week. The position pays \$18–\$20/ hour.

Tasks that the position would assist with include but not limited to:

- Develop social media posts
- Curate weekly updates for the mailing list
- Update research database
- Network with UofG students

Interested candidates must be currently enrolled in a study program at the University of Guelph, have excellent writing skills. Prior experience with creating social media for professional entities and networking is desired. Familiarity with Drupal is also desirable. The position will enhance the student's web and social outreach skills and knowledge about India and South Asia.

To apply, please submit the following:

- Current CV
- A short statement (not exceeding 250 words) describing relevant experience, specific projects you have worked on, especially at the University of Guelph, and what you hope to get out of this work experience.
- Writing sample (this could be a social media post, web content, blog, etc. that you created/ wrote)

Please e-mail your application by Wednesday, 14 September 2022 to: irc@uoguelph.ca with "Application for Outreach Assistant" in the subject line. Short-listed candidates will be interviewed shortly after the deadline.