**Job title: U of G Student Web and Social Media Assistant  Opportunity**

The Canada India Research Centre for Learning and Engagement (CIRCLE) is seeking a University of Guelph student to assist with maintaining and updating the CIRCLE website and social media accounts. This paid position would report to the Director of CIRCLE and will work closely with the Director, administrative assistant and the CSAHS communications department.

Duration: 3 months, beginning in the first week of October 2021 involving four hours of work each week.

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

* Update social media and news sections of the website
* E-mail weekly updates to mailing list
* Update research database
* Seek and edit content for the website
* Develop content for event posters

Interested candidates must be currently enrolled in a study program at the University of Guelph, have excellent writing skills, and prior experience with creating social media and web content for professional entities. Familiarity with Drupal is desirable. The position will enhance the student’s web and social media skills and knowledge about India research.

To apply, please submit the following:

* Latest 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

Pease e-mail your application by 24 September 2021 to: [irc@uoguelph.ca](mailto:irc@uoguelph.ca) with “Application for Student Web Assistant” in the subject line.

**Canada India Research Centre for Learning and Engagement (CIRCLE)**

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