ADVERTISEMENT
FOR
INTERN – SOCIAL MEDIA
IIT MANDI IHUB AND HCi FOUNDATION
A Section – 8 Company
Location – IIT Mandi Campus

About IIT Mandi iHub and HCI Foundation: About iHub: IIT Mandi iHub and HCi Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber- Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is **"Human-Computer Interaction."** The vision of the iHub is to be an internationally recognized hub that nurtures HCi research, enables technology translation for industry, and scales skill development. The four areas of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in.

Applications are invited for the position of Intern – Social Media

Apply Here: https://form.typeform.com/to/IoZHrsQv

The Role

We are looking for a creative and enthusiastic Social Media Intern to support our digital presence and outreach. The intern will assist in content creation, platform management, and promotion of our programs, events, and ecosystem initiatives.

Responsibilities:

- Assist in preparing reports, presentations, and communication material.
- Manage and schedule posts on LinkedIn, Instagram, Twitter, and Facebook
- Create engaging content (captions, creatives, short videos)
- Support promotion of events, startups, and achievements
- Maintain a social media content calendar
- Monitor engagement and respond to messages/comments
- Track basic analytics and performance metrics
- Stay updated on social media trends and suggest ideas

Qualification:

Graduation or post-graduation in any field.

Position	Qualification	Years of Experience
Intern – Social Media	Bachelor's or Master's degree in Mass communication, Management, Science, or any related field.	0-1 year

Desirable Experience & Skills:

- Good written and verbal communication
- Good understanding of social media platforms
- Creativity and eye for design
- Familiarity with Canva or similar tools
- Basic video editing skills (preferred)
- Organized and proactive

Internship Details and Benefits:

- **Duration:** 6 Months
- **Schedule:** Full-time, typically Monday to Friday.
- **Remuneration:** INR 15,000/- per month.
- **Career Opportunities:** Potential candidates can be converted to full-time.

Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *IIT Mandi iHub and HCi Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
3. *Documentary evidence of all educational and professional qualifications will be required to be produced when specified.*
4. *The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.*
5. *If it is found later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled/terminated.*
6. ***The applications will be considered till the post is filled.***

Contact us: IIT Mandi iHub and HCi Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005
Email: hr@ihubiitmandi.in
Website: www.ihubiitmandi.in

Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions