



The Academic Writing Lab (AWL) at the Department of Social Sciences and Humanities, Indraprastha Institute of Information Technology (IIIT -Delhi) is looking to hire a part time **Academic Writing Lab Fellow** for the period of initially for 06 months.

<b>Job title</b>	AWL Fellow (part-time)
<b>Reports to</b>	AWL Faculty Coordinator
<b>No. of Positions Available</b>	SSH – 1

### Job purpose

The Academic Writing Lab at the Department of Social Sciences and Humanities at IIIT-Delhi is looking to hire a part-time fellow for the semester beginning January 2021. The Fellow is expected to be responsible for helping faculty coordinator with different AWL activities and developing content for its website. In addition, the fellow will assist the faculty in developing capacity for producing an annual publication and conference, with the first edition to be hosted later in 2021.

### Duties and responsibilities

- To look after overall activities of AWL and contribute to the development of in-house capacity to produce an annual publication and conference.
- To manage/update the content of the AWL with the SSH website and correspond with the person responsible for maintaining it.
- Maintaining resources related to Academic research writing
- Coordinating with the overall SSH faculty to plan/design a quarterly departmental newsletter.
- To assist the faculty coordinator at AWL to organize workshop/seminars/short sessions as required and initiated at AWL
- To participate in the activities of the Department.

### Qualifications

The desired candidate must have a good academic record and proven interest in academic publishing. The candidate should have good technical knowledge and must

be adept with basic skills such as designing templates for conference call for papers, brochures, newsletters etc., updating information on the website, etc.

The position is best suited for those who are looking to gain quality experience and develop a career in the academic publishing and writing.

### **Compensation & Terms**

The term of appointment will be for the Winter semester 2021.

The monetary compensation will be Rs. 12,000/-per month.

### **How to Apply**

Please apply with a detailed CV to the Junior Manager SSH Department, Mr Binoj Baby at [binoj@iitd.ac.in](mailto:binoj@iitd.ac.in) latest by 9th of February, 2021.