

## **Position: Web Design and Social Media Associate**

### **Qualifications/job description:**

ICI is looking for a highly motivated individual to fill a part-time position as a Research Assistant to maintain India China Institute's website and social media pages. Must be a self-starter who has the ability to work independently, but can collaborate with multiple team members as needed. Should be open to the office tasks of the ICI.

This position will be responsible for assisting in the development and maintenance of India China Institute website (WordPress based) and social media pages, primarily uploading content.

### **Ideal Candidate Profile:**

- Knowledge of WordPress.
- Knowledge of HTML, CSS and Php
- Experience with cross browser markup HTML and CSS.
- Knowledge of social media platforms like Facebook and Twitter
- Keen eye for detail and organization
- Ability to multitask and communicate effectively with team members.
- Resourceful and positive attitude with excellent communication skills
- Other Web Application and Programming skills/capabilities a plus.

Both graduate and undergraduate students are welcome to apply. Compensation commensurate with experience. If interested, please email your resume and cover letter by Tuesday, April 15 to [houg@newschool.edu](mailto:houg@newschool.edu). Only successful candidates will be contacted for an interview within the following 2 weeks. Successful applicant will be required to attend training in the beginning of May.

### **About the India China Institute:**

The India China Institute (ICI) fosters study, research, and connections amongst India, China, and the United States. Based at The New School in New York City, ICI is a hub of international network of people, institutions, and activities that:

- Nurtures a growing community of scholars and experts on India and China
- Supports innovative research on India and China, their interactions, and joint impact on the world
- Promotes new ways of teaching about India and China at The New School and its institutional partners
- Serves as public resource through its interactive website and public events

Established in 2005 with a generous gift from the Starr Foundation, the Institute has since received several multi-year grants from prominent foundations.