

Job Title:	Associate	Department	Department of Corporate Citizenship (DoCC)
Reporting to:	Prof. Chandrika Parmar		
Details:	<ul style="list-style-type: none"> • The individual will be expected to show initiative to follow through with the tasks assigned. • Provide research support when required by the team. The preferred background of candidate is social science; humanities; mass communication background. • Ability to read academic reports; be able to identify meaningful projects and contribute to organize them under the supervision of DoCC. Proficiency in written and spoken English is important. • Ability to be able to contribute to research initiatives; and insight on the basis of existing data are critical. • Organize department project related data; support academic and intellectual activities related to the social internships • Organizing events (both inward and external facing) related to the Department (both inward and external facing) • Maintaining social media handles in consultation with the DoCC and central communications team of SPJIMR. • Sensitivity and awareness about social issues is a hygiene factor 		
Education:	Post Graduate (social science; humanities; mass communication)		
Experience:	Minimum 3 – 5 yrs of experience. Prior relevant experience would be preferred.		
Skills/Capabilities required :	<ul style="list-style-type: none"> • Able to contribute to research initiatives; and insight on the basis of existing data will be useful but not critical • Ability to write on their own; • Good oral & written communication; • Ability to interact with range of national and international stakeholders • Sensitivity and awareness about social issues is a hygiene factor. 		
To Apply	Mail us your resume at hr@spjimr.org with “Associate - DoCC” in the subject line.		