

Startup Incubation & Innovation Centre, IIT Kanpur

Invites applications for “Intern (Media & Communications)”

Job Title	Intern (Media & Communications)		
Job Code	INT-SIIC-MNC-DRS		
Job Type	Contractual	Location	Noida (Uttar Pradesh)
Job Description	The Media & Communications Intern (Data & Research Support) will assist in strengthening SIIC’s communication efforts through data-driven insights and structured research. The role focuses on gathering, analyzing, and organizing information to support content creation, branding, and strategic communication initiatives.		
Responsibilities	<ul style="list-style-type: none">• Conduct research on industry trends, startups, competitors, and communication best practices• Support program teams by collecting and organizing data required for communication materials and reports• Assist in developing content inputs for collaterals such as reports, presentations, FAQs, and application documents• Analyze engagement metrics across communication channels (social media, email campaigns, etc.) and provide insights• Maintain and update databases related to programs, stakeholders, and communication activities• Assist in preparing dashboards, summaries, and reports for internal review• Support in benchmarking SIIC’s communication strategies against industry standards• Work with the communications team to ensure data-backed messaging and consistency• Assist in documenting processes, case studies, and program outcomes• Provide support for additional research and data-related tasks as assigned		
Travel	As and when required.		
Eligibility	<ul style="list-style-type: none">• Pursuing or recently completed a degree in Economics, Business, Communications, Data Analytics, or related field		

Desirable	<ul style="list-style-type: none">• Proficiency in MS-Office, Canva & LaTeX.• Knowledge of Python/SQL desirable but not mandatory.• Good communication skills, aptitude and writing ability.• Attention to detail and structured thinking• Ability to synthesize large amounts of information into concise insights
Communication	<p>Apply now: https://forms.gle/pfYKsKjimmuLdyrp7</p> <p>Note: Applications without job code won't be accepted</p>