

## **Job description: Assistant Manager, CSIP, Ashoka University**

### **About Ashoka University:**

Ashoka University is a private, non-profit university. An unprecedented example of collective public philanthropy in India, it is a pioneer in its focus on the Liberal Arts. The University offers undergraduate and postgraduate programs across the humanities, social sciences and fundamental natural sciences. The aim is to help students become well-rounded individuals who are able to think critically about issues from multiple perspectives, communicate effectively and go on to become ethical self-aware leaders with a commitment to public service. Ashoka has built collaborations with University of Pennsylvania, University of Michigan, Carleton College, King's College London, Sciences Po, UC Berkeley, Trinity College Dublin and Yale University. To learn more about Ashoka University visit <http://ashoka.edu.in>

### **About the Centre for Social Impact and Philanthropy (CSIP):**

The Centre for Social Impact and Philanthropy (CSIP) at Ashoka University is India's first academic centre focused on enabling strategic and robust philanthropy for social impact. It strives to provide civil society with evidence-based research and knowledge products to grow scale and impact, convening platforms for norm-setting and collaborative learning, and leadership development programmes that strengthen capability and sustainability.

### **About the Role:**

Administration and Organisational Activities:

- Manage all donor and programme budget and work with Ashoka Finance team for regular updates and tallying expenditures
- Liaison with Administration, Operations, IT & HR for all Centre related tasks
- Coordinate with vendors, consultants and interns for contracts and other organisational activities
- Lead CRM initiatives at the Centre, maintain an updated database and work to create standard operating procedures for regular activities
- Assist team in hiring and staffing initiatives
- Manage organisational resources such as research reports, books, stationery, programme related merchandise etc

Other Programmes:

- Assist team in logistics related to capacity building programmes, convenings and other offerings by the Centre
- Assist team in outreach related activities
- Assist team in research, data cleaning, interviews etc related to ad-hoc projects

### **Required skills and traits:**

- Basic skills in synthesising, strategising and organising

- Familiarity with Microsoft Office and other basic software tools
- Demonstrated interest in social impact and development
- 1-2 years of work experience overall
- Prior experience with a nonprofit organisation in handling administrative tasks is desirable
- Ability to thrive in a startup environment and take initiative
- Data and detail oriented

**Compensation:**

Competitive, based on experience.

**Deadline:**

Rolling basis.

**To Apply:**

Interested candidates should share one page resume [here](#).