

Job Description for Director, Office of the Dean of Faculty, Ashoka University

Job position: Director – Office of the Dean of Faculty

Ashoka University is a pioneer in education in the liberal arts and sciences in India. The University is looking to fill the position of a Director in the Office of the Dean of Faculty. Ashoka University values diversity in the workplace and respects the needs of a proper work--life balance. It welcomes applications from candidates seeking challenging, productive, satisfying careers.

Role and responsibilities:

The Office of the Dean of Faculty is in charge of all matters related to faculty functioning and welfare at Ashoka University. It looks after faculty recruitment in coordination with the various Departments and Centres; oversees the faculty tenure and promotions process; is responsible for the administrative management of faculty research grants, as well as faculty leave and sabbaticals. The Office liaises with other Departments for various activities related to faculty management and data collection. The logistics of new faculty joining and settling in also come under the Office's purview. The Office also addresses everyday concerns that faculty members might have, within and outside the classroom.

The Director of the Office of the Dean of Faculty will help oversee the work of the Office and will report to the Dean of Faculty.

The Director will interface with faculty, the University leadership and offices, and other members of the Ashoka community. Therefore, s/he requires an excellent grasp of the environment and protocols of a University.

Eligibility:

Applicants should have least 10 years of work experience. They should have a Master's degree or an equivalent postgraduate degree/diploma. Prior experience in higher educational academic management and administration is desirable, but not mandatory. We are also interested in people with backgrounds in public service, management and other fields with the above-mentioned attributes.

Skills required:

- Strong sense of responsibility and initiative
- Collegiality and ability to work as part of a team
- Strong interpersonal and communication skills (oral and written)
- Good grasp of academics and higher education in India and abroad
- Strong administrative and organizational abilities

Venue of work: Currently we are working remotely due to the pandemic, but subsequently the work will be based in the Ashoka University campus at Rajiv Gandhi Education City, Sonapat

Days of work: This is a full-time job, Monday - Friday

Starting date: The selected candidate will be expected to join as soon as possible, ideally sometime in September.

Application:

Please submit your application by [clicking here](#) before **30th August 2021**.

The application should include:

- (a) a cover letter
- (b) detailed CV
- (c) the names and contact details (email and phone number) of some referees who can be contacted by the University