Job Title: Assistant Manager/ Deputy Manager/ Manager

Reports to: Head of the department

Location: Ashoka Campus

Experience (in years): 3-8 years

Nature of work: Full Time

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance, and best practices.
Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods.
For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

About Department/Centre:

The Science Advisory Council has been recently set up in Ashoka under the chairmanship of Professor K VijayRaghavan. The vision is to make Ashoka a truly global research university in the sciences and mathematics. A profile appears here **https://en.wikipedia.org/wiki/K._VijayRaghavan.**

Role and Responsibilities:

- Project management
- Developing marketing materials
- Operational management

The selected candidate will be working with Ashoka's Science Advisory Council in communicating its vision and then following through to realize it. The job is an entrepreneurial one, with a wide variety of activities. The ideal candidate will have a strong interest in Science and its applications to society.

The job is entrepreneurial. We need a very quick learner, someone with a good Physics/CS background, good in using IT for doing all kinds of tasks, such as writing documents, making presentations, making diagrams, basic programming. You must be extremely well organized. A couple of years of project management experience is desirable, but candidates with high potential and less experience will be considered.

Eligibility: Master's degree/BTech with strong background in Science

Education Qualification: A postgraduate in Physics/Computer Sceince/MCA will be preferred. An MBA will be a plus.

Skill Sets

- Experience in an academic setting a plus

- Good communication skills & team player with ability to work with people.

- Proficiency with IT and basic knowledge of web development and graphics

- Excellent writing, research, and proofing skills

- Should be a quick learner.

Application Submission Process

Please submit an updated CV at connect.hr@ashoka.edu.in, with the subject line – < Assistant Manager/ Deputy Manager/ Manager + Science Policy Initiative_Applicant Name>.
Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.