

Job Title: Managing Editor, Editorial Office, The History of Science Society, Department of History,
Full time

Reports to: Prof. Projit Bihari Mukharji, Editor, The History of Science Society (HSS) & Head, Department
of History

Location: Sonipat, India or remote

Experience (in years): Variable but academic background in History of Science/ Science, Technology
Studies/ History or closely related disciplines is desirable

Nature of work:

- Overseeing the publication of the journal *Isis*
- Supporting the annual production of *Osiris*.
- Coordinating with HSS administration and the publishers.
- Coordinates with Department of History for any other administrative requirements

About Ashoka University:

Ashoka University -India's premier interdisciplinary teaching and research university. An institution that has become a beacon of academic excellence in less than 10 years since its inception. At Ashoka, we encourage you to embrace the new, push the boundaries for continuous learning, and adapt to a world of constant change Because we believe that each Ashokan is capable of becoming a thought leader.

As part of our thriving and committed workforce, you will:

Be Mission-Driven: Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.

Think Strategically: Collaborate with visionary minds to shape the future of higher education through strategic planning and a forward-thinking approach.

Act Authentically: Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.

Take Accountability: Own your work and drive positive change, as an empowering individual seeking to make a meaningful contribution.

Build Collaboration: Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.

Deliver Excellence: Strive for excellence in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrive. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can unleash your potential and make a meaningful impact. Where education empowers, where innovation thrives, and where excellence and humility coexist. We truly believe the world will enrich itself when there is progress with purpose.

About (Name of the Department): Editorial Office of The History of Science Society, established at Department of History, Ashoka University

Role and Responsibilities:

The History of Science Society, headquartered in Philadelphia will have its editorial office based at Department of History, Ashoka University is seeking a full-time Managing Editor to oversee and coordinate publication of its quarterly journal *Isis*, the flagship English-language journal in the field, and supervise day-to-day operations of its three international editorial and book review offices. The Managing Editor will report directly to two co-editors, Prof. Projit Bihari Mukharji and Prof. Elise Burton. The Managing Editor

will supervise, train, and manage the editorial team, editorial assistants, graduate assistants (GSAs) and the Editors to handle submissions and reviews, as well as coordinate with the manuscript editors, proofreader, publisher, production and publicity teams to maintain the high standards of the journal and ensure timely publication of the issues.

Qualifications and Skills Required:

Qualification: PhD in History of Science/ STS/ Science Communication etc. will be preferred.

The candidate should be flexible, proactive, and self-motivated with strong organizational and problem-solving skills. Proficiency in English is essential.

Preferred qualifications include experience in publishing, editing, and event management, along with proficiency in software such as Word, Excel, Outlook, SharePoint, Zoom, and Editorial Manager. The role involves independent work, coordination across teams globally, and meeting deadlines for publishing Isis, a prominent English-language journal in the History of Science.

Application Submission Process:

We invite you to embark on this journey by submitting your application to Ashoka University's <Department Name>. To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Prepare an Updated CV: Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

Submit Your Application: Email your CV to projit.mukharji@ashoka.edu.in, ensuring the subject line reads as follows: "Designation – Department Name _Applicant Name>". This will help us efficiently process your application.

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable.

Pursuit for Excellence: At Ashoka University, we strive for excellence in all aspects of our operations. Therefore, only shortlisted candidates will be contacted as part of our rigorous selection process.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by (22nd January , Monday – if applicable). Applications received after the deadline will not be considered.

We look forward to receiving your application as we embark together on a remarkable journey of professional growth and development. Join our exceptional community at Ashoka University, where excellence is nurtured, and aspirations are transformed into reality.