Job Title: Deputy Manager (Research Infrastructure), Office of Research and Development

Reports to: Director (Research and Development), Ashoka University

Location: Ashoka University campus at Rajiv Gandhi Education City, Sonepat in the Delhi NCR

Experience (in years): 2-4 years of experience in the relevant field.

Nature of work: To provide assistance to the Research & Development Office (RDO) in all aspects of the development of research infrastructure at Ashoka

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 Office of Research and Development: The Office of Research and Development at Ashoka University provides centralized assistance to Ashoka faculty and researchers towards academic research. This is done through a set of proactive, capacity-building strategies to increase the University's competitive advantage and international prominence. The office has four major operation areas – extramural grant management, research infrastructure management, research scholar's management, and research communication.

Role and Responsibilities:

- To provide assistance to the Research & Development Office (RDO) in allaspects of the development of research infrastructure at Ashoka.
- Assist faculty/department/centre establish research facilities –infrastructure, installation, maintenance and operation of research facilities.
- Strategize maximal utilization of all facilities and their sharing across theUniversity and beyond.
- Liaison with the purchase team and maintain tracking system of all labpurchases, mediating between individual/departmental/central requisitions.
- Liaison with the Project and Maintenance team related to researchinfrastructure, maintenance of equipment and lab safety.
- Any other duty as assigned on time to time basis.

Qualifications: Masters / PhD with relevant experience.

Skills Required:
- 2-4 years of experience in the relevant field.
- Excellent project and time management skills
- Good communication & computer skills
- Ability to work on a flexible schedule and accommodate changes

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 on this link: https://forms.gle/enorKYbz1mSkqcvN9

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 March 21, 2024. 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.