Job Title: Project Lead – 10 Years of Ashoka Celebrations

Reports to: Director – PR and Communications

Location: Ashoka University Campus, Sonipat

Experience (in years): 6-7 years

Nature of work: Project based – 1-year contract

About Ashoka University:

Ashoka University is 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 change, learn and grow continuously, and strive for excellence in what you do.

Role and Responsibilities:

The Project Lead will lead and manage the wide range of year-round activities planned to celebrate the important milestone of 10 years of Ashoka University. They will have the requisite skills to conceptualise, plan, manage and execute these activities in consultation with various offices and Centres at the University.

Key Responsibilities (include but aren't limited to):

- Be the SPOC for all major initiatives planned and organized at the University during the year.
- Engage with different offices to ideate and plan activities to highlight the exemplary work done during the last decade.
- Manage each activity with attention to financial and time constraints without compromising on quality.
- Liaise with vendors, exhibitors, and stakeholders during the planning process.
- Manage all event operations including collaterals, set-up, tear down, and follow-up processes.
- Assess an initiative's overall success and submit findings.

Qualifications and Skills Required:

- At least 6-7 years' experience in managing projects of varied scale.
- Organizational skills and excellent multi-tasking abilities.
- Outstanding vendor and partner management skills.
- Bachelor's degree from a reputed institution is preferred.
- Strong communication and interpersonal skills along with attention to detail will set apart the best among the candidates.
- Capacity for networking to establish effective working relationships and partnerships with diverse stakeholders.

Application Submission Process:

Submit Your Application: https://forms.gle/9PdeEPE2vAz8JJCE6

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

   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 **3rd May, Friday**. Applications received after the deadline will not be considered.