



**Job Title: Director – Office of Research and Development (RDO)**

**Reports to: Dean Research**

**Location: Sonapat, NCR**

**Experience (in years): Minimum 12 years**

**Nature of work: Full Time**

### 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 Research & Development Office

The Research and Development Office (RDO) at Ashoka has been created to provide 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.

This role would oversee two operations areas research infrastructure management and research scholar's management.

## Role and Responsibilities:

- Supervise all verticals of Research Infrastructure Management & Research Personnel Management under the direction of the Dean (Research)
- Function as the coordinator on behalf of the Research Office for faculty/researchers for developing research at Ashoka.
- Serve as the coordinator on behalf of the Research Office for other support groups (Finance team, Registrar office, Development/Fundraising team, Project team, outreach etc.) for developing Research management and Infrastructure at Ashoka.
- Provide support in maintaining all compliance issues related to research at Ashoka.
- Implement university-wide strategies and policies for research in consultation with Dean (Research) and maximize the impact of research performed within the University.
- Ensure that research activities at the University are undertaken in accordance with the governance, policy and regulatory frameworks of the University.
- Set and confirm commitment to policies, procedures and guidelines relating to legal and ethical aspects of research and intellectual property/consultancy.
- Assist the Dean (Research) in developing appropriate action plans that align with the University's research strategy.
- Such other duties as may be assigned by the Dean (Research)

## Skill Sets

- Have a Bachelor's and/or Master's degree with 12-15 years of relevant experience
- Decent familiarity with finance function will be essential.
- Possess a strategic bent of mind combined with strong execution ability
- Make decisions based on data and analytics
- Manage resources optimally
- Build productive relationships with all internal and external stakeholders
- Take the initiative, manage high workloads and inspire teams to deliver high-quality output

## 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:** <https://forms.gle/KJ718aLtZuwC8x3b7>.

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 (Date, Day – 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.