

Job Title: Lab Assistant or Senior Lab Assistant (Academic Support), Environmental Studies

Reports to: Head of the Department – Environmental Studies

Location: Ashoka University Campus, Sonipat

Experience (in years): 2 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 an 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 Environmental Studies Department:

The Department of Environmental Studies at Ashoka University fosters an academic culture that encourages intellectual curiosity and interdisciplinary thinking. As a department, we use an interdisciplinary approach to engage with ecology and the questions of nature-society relations. The department offers academic programmes at the undergraduate and PhD levels that are designed to prepare students for a solid foundation in research and careers in a number of specializations with the broad field of environmental studies. For more on the department, please look at: <https://www.ashoka.edu.in/departments/departments-of-environmental-studies/>

Role and Responsibilities:

- Overall, the person hired will be responsible for the successful running of practical courses by assisting the faculty involved and providing all the support.
- Assisting day-to-day activities of lab courses throughout the year. Some of these include:
 - Managing and assisting with laboratory workflow for all the assigned lab courses.
 - Discussing lab courses with faculty, learning and acquiring any required skills by training, and working with GAs/TAs to develop a working plan for the smooth running of lab courses.
 - Managing the lab-related purchase of lab reagents and instruments, repairing lab instruments, and coordinating with RDO and department head regarding the budget for the same.
 - Providing instructions and guiding the undergraduate students on experimental procedures, safety protocols, equipment functioning, techniques and proper laboratory etiquette.
 - Assisting faculty members in conducting and grading the lab courses.
- Assisting faculty members in running field training/modules for students.
- Maintaining lab instruments, keeping records of usage, keeping logbooks updated, and performing preliminary troubleshooting in case of instrument breakdown. Writing, editing, curating, and managing SOPs for lab equipment.
- Managing inventory of reagents and instruments, coordinating with faculties for lab course requirements, and procuring necessary instruments/reagents before the start of the lab course.
- Attending courses and/or workshops as assigned.
- Any other duties that the department may reasonably assign.

Qualifications and Skills Required:

A minimum M.Sc. in life sciences or equivalent is required.

Application Submission Process:

Submit your application to Ashoka University's Environmental Studies department 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/18etvT6cJmrQEC8v5>

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 **August 15, 2024**. Applications received after the deadline will not be considered.