

Job Title: Junior Lab Assistant, Trivedi School of Biosciences

Reports to: Deputy Director, Research Administration, Trivedi School of Biosciences

Location: Ashoka University, Sonapat, Haryana

Experience (in years): At least 1 year of experience in handling or working in Biosciences research labs might be a plus but not mandatory.

Nature of work: Biosciences Research Laboratory

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 (Trivedi School of Biosciences): The Trivedi School of Biosciences (TSB) is the first School established at Ashoka University, with a vision to bring together natural and social sciences, bridging the gap between science and society. It contains a vibrant Department of Biology, where innovative research and education at the undergraduate, postgraduate, doctoral and postdoctoral levels seamlessly come together, as well as a few thematic centres.

Role and Responsibilities: Biosciences Laboratory Technician is a purely contractual position which is renewable every year based on the requirement of the position and the satisfactory level of performance.

The responsibilities would include the following:

1. Involvement in overall administration and operations in research work of TSB.
2. Shaping and managing overall communication and liaison with multiple departments, students, faculties, internal staff, visitors and any other person concerned.
3. Work in close coordination with staff from laboratory, multiple departments, research office etc.
4. Day-to-day work under the supervision and guidance of senior level research laboratory manager of Biosciences under TSB.
5. Strong organizational skills.
6. Ability to manage multi-tasking simultaneously.
7. Strong interpersonal skill.
8. Strong professional ethics

9. Ability to handle overall administrative tasks and logistics.
10. Excellent oral and written communication skills.
11. Good knowledge of MS office.
12. Comfortable working on deadlines, ready to work in a fast-paced environment, in which new challenges and demands sometimes arise on short notice.
13. Prior knowledge of data handling.
14. Any other assigned job.

Qualifications: Candidates should clear Graduation (preferably in Science stream or BSc but not mandatory).

Skills Required: At least 1 year of experience in handling or working in science research labs might be a plus but not mandatory.

Salary: As per the qualifications and experience. **Application Submission Process:**

We invite you to embark on this journey by submitting your application to tsb@ashoka.edu.in. 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 tsb@ashoka.edu.in, ensuring the subject line reads as follows: "Junior Lab Assistant– TSB _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 **before 15th February 2025**. 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.