

**Job Title:** Data Executive, Centre for Data Science and Analytics (CDSA), School of Advanced Computing (SAC)

**Reports to:** Project Director, Centre for Data Science and Analytics (CDSA)

**Location:** Ashoka University Campus, Sonipat, Haryana

**Experience (in years)**: 2+

**Nature of work:** Support role involving coordination, exploration, and evaluation of datasets across social impact domains. The position bridges domain experts and developers to facilitate data sourcing, analysis, and automation planning.

**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 (Centre for Data Science and Analytics (CDSA)):** The CDSA was setup in 2023 to build a first-of-its-kind academic [*Datalake*](https://cdsa.ashoka.edu.in/hello/datalake/) for interdisciplinary data-driven research and to aggregate curated open datasets about India in multiple areas of high social impact including, but not limited to, Economic, Political and Social data (with cross-integration), Climate & Environment data, Agriculture & Forestry data, and Public Health & Nutrition data. CDSA also provides support to capacity building in Data Science for Social Impact. Reach out to us for more details cdsa@ashoka.edu.in

**Role and Responsibilities:**

* Assess and evaluate dataset availability and requirements in multiple social impact verticals such as politics, agriculture, energy, climate, public health, economics, etc.
* Understand dataset requirements from people working in various agencies / institutions in India (including departments at Ashoka) and abroad
* Assist the Datalake and Datasets Leads in data coordination with private, public, and government bodies
* Explore data extraction, curation, and ingestion processes from different sources and provide inputs to developers for automation

**Qualifications:**

* An undergraduate degree in Social / Physical / Health Science, Law, or Engineering or higher qualification (Masters or more)
* At least 1 year of experience in a position which includes analysis of social impact datasets

**Skills Required:**

* Familiarity with Excel (for data management) and at least one of the data analytics tools like System R / Strata
* Familiarity with Python programming and automation, including:
	+ Basic programming with use libraries for web interactions
	+ Basic data analysis using libraries such as pandas and matplotlib
* Excellent communication skills

**Application Submission Process:**

We invite you to embark on this journey by submitting your application to Ashoka University's Centre for Data Science and Analytics (CDSA). 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 cdsa@ashoka.edu.in, ensuring the subject line reads as follows: "Designation – Department Name \_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 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.