

**Job Title:** Assistant Manager, SCDLDS

**Reports to:** Director, manager SCDLDS

**Location:** Sonapat, Haryana

**Duration of Engagement:** September 2025 to January 2026 (extendable)

**Nature of work:** This is a full-time, in-person role that requires the candidate to primarily work on-site at the Ashoka University Campus in Sonapat, Haryana. The Assistant Manager will be responsible for coordinating Centre-related operations, managing logistical arrangements for events, preparing and formatting technical documents, and providing administrative support. The role demands effective communication, multitasking, and technical proficiency to ensure the seamless functioning of the Safexpress Centre for Data Learning and Decision Sciences (SCDLDS).

### 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 SCDLDS:

The Safexpress Centre for Data, Learning, and Decision Sciences (SCDLDS), at Ashoka University, serves as a multidisciplinary hub for research and education in data science, machine learning, artificial intelligence, and decision sciences.

Website link: <https://www.ashoka.edu.in/page/centre-for-data-learning-and-decision-sciences-cdllds/>

### Role and Responsibilities:

- Coordinate inter-departmental and intra-centre communications for centre-related operations.
- Support in managing logistical arrangements for conferences/events, including venue booking, material preparation, advertising internally and on social media, and stakeholder coordination.
- Prepare and format technical documents.
- Provide administrative support for Centre-related workflows.

**Qualifications:** A Bachelor's degree in any discipline is required.

**Skills Required:**

**Communication:** Excellent written and interpersonal communication abilities.

**Organization:** Strong organizational and multitasking skills.

**Technical Proficiency:** Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Canva, and AI tools like ChatGPT.

**Document Standards:** Familiarity with document formatting standards and style guides.

**LaTeX Knowledge:** Basic understanding of LaTeX typesetting (preferred but not mandatory).

**Application Submission Process:**

We invite you to embark on this journey by submitting your application to SCDLDS, Ashoka University. 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 [connect.hr@ashoka.edu.in](mailto:connect.hr@ashoka.edu.in) (cc: [ashoka-cdlds@ashoka.edu.in](mailto:ashoka-cdlds@ashoka.edu.in)), ensuring the subject line reads as follows: "Assistant Manager – SCDLDS". 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 July 14, 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.