

Job Title: Senior Manager

Reports to: Head, Datla Human Immunome Lab

Location: Datla Human Immunome Lab, Trivedi School of Biosciences, Ashoka University, Sonipat, India

Experience (in years): 2 years post-PhD in a relevant role

Nature of work: Scientific Administration and Management

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 Datla Human Immunome Lab: Trivedi School of Bioscience, in Ashoka University, hosts the Datla Human Immunome Lab (DatlaHILab), a thematic research centre dedicated to research in human immunology. The DatlaHILab is projected to address critical health challenges in South Asia and contribute to global scientific discourse with respect to both communicable and noncommunicable diseases. By leveraging India's distinct demographic and environmental factors, we aim to deepen our understanding of immune responses and their impact on human diseases such as infectious diseases, cancer, metabolic disorders, autoimmune diseases and aging.

Role and Responsibilities: Administrative and financial management of intra-/extramural scientific projects, cohorts/field stations; scientific and administrative reporting; management of DatlaHILab procurements and commissioning; administrative and financial management of events; liaison with the donors, Ashoka Development Team and the web/IT team; media management; public outreach; coordination with other research centres in the Trivedi School of Biosciences, the Department of Biology

and other stakeholders.

Qualifications: PhD in any field of Biology, preferably in Immunology, with 1-2 years post-PhD experience, preferably in a similar role.

Skills Required: Experience/training in scientific centre/programme/project/grant management, documented proficiency in academic and popular science writing/communication.

Application Submission Process:

Prepare an Updated CV: Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

Submit Your Application: Email your CV to dean.tsb@ashoka.edu.in, ensuring the subject line reads as follows: "Designation – Department Name _Applicant Name>". This will help us efficiently process your application.

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 August 31, 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.