

Job Title: Assistant Manager

Reports to: HoD, Mphasis AI & Applied Tech Lab at Ashoka

Organisation: Mphasis AI & Applied Tech Lab at Ashoka

Location: Ashoka University, Sonipat (Full-time, On-site)

Application Deadline: 30th August 2025

Remuneration: Commensurate with experience and qualifications, as per Ashoka University policy

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 Mphasis Lab

The **Mphasis AI & Applied Tech Lab at Ashoka University** is a flagship initiative launched in 2020 in partnership with Mphasis, aiming to bridge academic inquiry and industry innovation. Key areas of focus include Artificial Intelligence, Health Analytics, and Dissemination, with impactful projects like **BharatSim**, which aids large-scale simulations for government and healthcare, **Centre for Health Analytics Research and Trends (CHART)**, which addresses healthcare data gaps to support policy development, **AI@Ashoka** initiative, which advances AI and Machine Learning research in multiple disciplines, and The **Digital Makerspace** pillar, which promotes hands-on learning and innovation. The **CyberSecurity** research which aims to secure implementation, optimize performance, and drive the global transition to post-quantum cryptography. This inclusive, forward-thinking space embodies Ashoka University's commitment to holistic, real-world education for tech-driven futures.

Role Overview

We are seeking a proactive and detail-oriented Assistant Manager to assist in the planning, implementation, and tracking of high-impact research and innovation projects. The candidate will liaise with stakeholders, oversee resources, track deliverables, and support cross-programme coordination. This role offers a unique opportunity to operate at the intersection of academia, technology, and impact.

Key Responsibilities

A. Project Strategy, Planning, and Design

- Assist in the planning and implementation of projects across AI, healthcare, and applied tech domains.
- Allocate project resources, estimate budgets, and provide financial tracking inputs in coordination with the finance team.
- Support development and implementation of Monitoring & Evaluation (M&E) frameworks.

B. Administrative & Operational Support

- Conduct administrative duties, including meeting coordination, maintaining documentation, drafting invoices, and drawing cost estimates.
- Support logistics, procurement, and vendor communication.
- Manage lab inventory, including purchase tracking, stock updates, and usage records
- Handle invoicing workflows end-to-end, including drafting, submission, and reconciliation with finance
- Assist in team coordination, onboarding of interns or collaborators, and knowledge management.
- Assist with external audits conducted by donors by ensuring all inventory records, procurement documentation, and usage logs are accurate and up to date

Required Qualifications:

- Bachelor's degree preferably in Social Sciences, Engineering, or related fields.
- 0–2 years of experience in project administration, research operations, or innovation management.
- Strong organizational skills with the ability to multi-task and pay attention to detail.
- Excellent written and verbal communication skills in English.
- Proficiency in Microsoft Office (especially Excel, Word, PowerPoint).

Preferred Skills and Competencies:

- Ability to analyze data, generate insights, and inform decision-making.
- Familiarity with or interest in AI, tech policy, public health, or data science ecosystems.
- A collaborative mindset and proven ability to support and direct teams across interdisciplinary functions.

Application Process

Interested candidates must complete the application through the following Google Form. Please **do not email** your application materials.

Prepare the following documents before submitting the form:

- An updated **Curriculum Vitae (CV)**
- A concise **cover letter** outlining your motivation and relevant experience
- Names and contact details of **one professional referees**

Application Form Link: <https://forms.gle/HWT8B1DTviDJF6E19>

Shortlisted candidates will be contacted for the next steps in the selection process.

For any queries, write to: nikhil.raj@ashoka.edu.in

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.