

Job Title: Asst. Director / Deputy Director: RDO

Reports to: Dean Research

Location: Sonapat, NCR

Experience (in years): Minimum 12 years

Nature of work: Full Time

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigor, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods.

For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

About Research & Development Office

The Research and Development Office (RDO) at Ashoka has been created to provide centralized assistance to Ashoka faculty and researchers towards academic research. This is done through a set of proactive, capacity-building strategies to increase the University's competitive advantage and international prominence. The office has four major operation areas – extramural grant management, research infrastructure management, research scholar's management, and research communication.

This role would oversee two operations areas research infrastructure management and research scholar's management.

Role and Responsibilities:

- Supervise all verticals of Research Infrastructure Management & Research Personnel Management under the direction of the Dean (Research)

- Function as the coordinator on behalf of the Research Office for faculty/researchers for developing research at Ashoka.
- Serve as the coordinator on behalf of the Research Office for other support groups (Finance team, Registrar office, Development/Fundraising team, Project team, outreach etc.) for developing Research management and Infrastructure at Ashoka.
- Provide support in maintaining all compliance issues related to research at Ashoka.
- Implement university-wide strategies and policies for research in consultation with Dean (Research) and maximize the impact of research performed within the University.
- Ensure that research activities at the University are undertaken in accordance with the governance, policy and regulatory frameworks of the University.
- Set and confirm commitment to policies, procedures and guidelines relating to legal and ethical aspects of research and intellectual property/consultancy.
- Assist the Dean (Research) in developing appropriate action plans that align with the University's research strategy.
- Such other duties as may be assigned by the Dean (Research)

Skill Sets

- Have a Bachelor's and/or Master's degree with 12-15 years of relevant experience
- Decent familiarity with finance function will be essential.
- Possess a strategic bent of mind combined with strong execution ability
- Make decisions based on data and analytics
- Manage resources optimally
- Build productive relationships with all internal and external stakeholders
- Take the initiative, manage high workloads and inspire teams to deliver high-quality output.

Application Submission Process

Please submit an updated CV at Connect HR <connect.hr@ashoka.edu.in>, with the subject line – <Job Name+Department Name_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.