



Job Title: Deputy Manager

Reports to: Centre Head

Location: Sonapat, Haryana

Experience (in years): 3-6 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 rigour, interdisciplinary 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**

csgs.ashoka.edu.in

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ADMISSIONS OFFICE

Office No.2, Green Avenue Street
Pocket D3, Vasant Kunj, New Delhi 110 070

CAMPUS

Plot No. 2, Rajiv Gandhi Education City, National Capital
Region P.O. Rai, Sonapat Haryana-131029 (India)



About the Centre:

- The Centre for Studies in Gender and Sexuality is the first-of-its-kind Centre in India to focus on issues of both gender and sexuality, including questions of desire, fantasy, pleasure as well as inequalities and different forms of violence. The CSGS focuses on three main areas of activity: scholarly research, social outreach, and resource-building. We value commitment to rigorous thinking and critical engagement, which is manifest in the way we approach both theoretical questions as well as activist concerns pertaining to gender and sexuality. We advocate an understanding of queerness and feminism as modes of thinking and being in the world that enable us to unpack, disrupt and resist historical injustices, (psycho-)social and cultural normativity as well as political orthodoxy.

Role and Responsibilities:

1. Leading the programmatic activities of the Centre: events on campus, talks, national and international conferences, and performances. This includes conceptualizing and curating the events as well as managing their execution (handling event invites, promotion, poster designing, logistical needs, etc.). To get a sense of the events we regularly host on campus, please visit our website at <http://csgs.ashoka.edu.in> or our Instagram page: https://www.instagram.com/csgs_ashoka/
2. Curating and executing existing recurring projects at the Centre including but not limited to Qurbatein, the gender and sexuality bi-annual, Mapping Sexuality in India Project, TAARIF (Transformative Arts and Research Initiative Fellowship), ELM project for YIF.
3. Handling the Centre's social media outreach activities— [Facebook](#), [Twitter](#), [LinkedIn](#) and [Instagram](#). This also includes maintaining and updating the official [CSGS wordpress website](#) regularly and the [Mapping Sexuality](#) resource directory. This would also include making creatives for social media from time to time to engage with the social media audience and increase reach.
4. Assisting in editorial/ writing jobs at the Centre—such as drafting/editing annual reports, monthly newsletter, editing submissions for Qurbatein or other published works of the Centre, preparing research reports (of staff/student projects, other correspondence briefs, journals, and editing needs for other projects).
5. Supervising students working at the Centre for their summer internship/ELM projects and coordinating with volunteers. This also involved guiding students who approach the centre for research and related help.

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6. Organizing CSGS drop-in hours for Ashoka students and staff, and other student-centric activities such as reading groups.
7. Resource-building: this includes curating and disseminating already available relevant information, contacts, written and audio-visual resources on gender and sexuality. On the other hand, helping us develop new and creative resources such as infographics, end of year highlights etc. that can be used in improving visibility and reach of the Centre in the gender and sexuality field.
8. Facilitating our efforts to reach out to and collaborate with similar organizations/ research centres, scholars, activists both nationally and internationally.
9. Developing research/ funding proposals for upcoming projects as and when needed and managing the annual operational budget of the Centre. This would involve exploring funding opportunities for the Centre to expand its resources and activities.
10. Assisting in developing and executing workshop modules on campus such as sexual harassment workshops, orientation workshops for students, etc.

Eligibility:

Education Qualification: While a degree in gender and sexuality studies is not mandatory, we expect that the candidate will be familiar with the prominent debates and concerns in the field. More importantly, we expect that the candidate will be open to learning and engaging with ideas pertaining to gender and sexuality on the job.

Skill Sets: Strong communication (written and oral) and organization skills are a must. We expect the candidate to be **pro-active** in coming up with creative ideas and activity plans that can be implemented at the Centre and that can help us grow. We also expect the candidate to be able to work in teams and effectively communicate, ideate, brainstorm with other members of the Centre.

The candidate should be well versed with MS-Word, Excel and Power-point; video conferencing technologies such as Zoom and Google Meets as well as social media platforms such as Facebook, Twitter, LinkedIn and Instagram. The candidate should be familiar with handling (editing, updating) wordpress websites. If you are tech-savvy, that's a bonus! Technical expertise or familiarity with web tools for design and photo-editing (such as Canva, befree, Eventbrite, Photoshop) is desirable but not mandatory. Overall, the candidate should be open to learning new skills and platforms on the job.

Last Date for Application: June 20, 2023

Application Submission Process:

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Please submit the following documents to Connect HR <connect.hr@ashoka.edu.in>, with the subject line – <Job Name+Department Name_Applicant Name>:

1. Cover letter (Kindly ensure that the application includes the last compensation received, expected salary, and notice period)
2. An updated CV
3. A one-page statement about an activity you see yourself initiating at the Centre
4. A short writing sample – this can be as short as an op-ed or as long as a journal article

Only shortlisted candidates will be contacted.

Candidates applying after the due date will not be considered.

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.

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