

Job Title: HR Business Partner, Human Resources (HR)

Reports to: Head, Human Resources

Location: Ashoka Campus, Sonipat

Experience (in years): 4-5 years

Nature of work: Full-time

About Ashoka University:

Ashoka University is India's premier interdisciplinary teaching and research university, an institution that has become a beacon of academic excellence in the less than 10 years since its inception. At Ashoka, we encourage you to embrace change, learn and grow continuously, and strive for excellence in what you do.

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 other innovative colleagues 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 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 high quality 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 thrives. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with an 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 enhance your potential and make a meaningful impact.

About Human Resources

The Human Resources Team at Ashoka University plays a crucial role in creating an inclusive and supportive campus environment. We prioritize recruitment, professional development, and employee well-being to ensure a skilled and motivated faculty and employees. Our ultimate goal is to contribute to the institution's holistic growth and mission of nurturing socially responsible individuals.

Role and Responsibilities:

- Participate in the continual development of HR programs, such as recruitment, retention, compensation, benefits, and L&D
- Champion and accelerate a culture of excellence in which people feel engaged and inspired to deliver top results
- Lead core HR processes across teams (performance calibration, compensation cycle, promotions)
- Analyze and interpret various types of employee reports (e.g., compensation, job levels, and attrition) to guide decision-making and provide proactive solutions to leaders
- Provide timely information and/or education across all levels on HR policies and issues
- Resolve complex employee relations issues and address grievances.
- Partner with Learning & Development to work on value-added programs in areas of training, development, career mobility, and job performance.

Qualifications and Skills Required:

- Proven 4-5 years of work experience as an HR business partner
- Experience of working in the education sector, especially higher education
- Excellent people management skills
- Excellent communication skills, both written and verbal
- Analytical and goal-oriented
- Demonstrable experience with HR metrics

- Full understanding of all HR functions and best practices
- Bachelor's in human resources or a related field

Application Submission Process:

Submit your application to Ashoka University's HR team 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: Complete the linked Google Form (<https://forms.gle/Y7Aa2m4GKbZrVt3L9>) and upload your CV in the form, ensuring the subject line of your CV reads as follows: "Designation – Department Name _Applicant Name".

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 **30th September 2023, Saturday**. Applications received after the deadline will not be considered.