Job Title: Project Manager - IT
Reports to: Deputy Director, IT
Location: Ashoka Campus
Experience (in years): Minimum 3-4 years of experience in the functional domain
Nature of work: Full Time
Number of positions: One

Welcome to 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 can become 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 Information Technology Department

The Information Technology department at Ashoka is responsible for providing state of the art IT and AV services required by the faculty, staff, and students at the University. The IT team consists of motivated and mission driven individuals with a focus on enhancing the experience of all stakeholders.

The Information Technology team engages with various stakeholders for their infrastructure and automation needs and provides technical support, resources, and innovative solutions in alignment with their academic, research, and administrative requirements.

The Information Technology department consists of the Infrastructure and Systems sub-teams.

Infrastructure Team maintains and supports the university network, internet including wireless access across campus, servers, phone systems, AV in the classrooms and other spaces, labs etc.

Systems Team manages, develops, and maintains academic and administrative software solutions for Ashoka students, faculty, and administrative departments.

Role and Responsibilities:

This role provides operational support for Information Technology systems to all internal stakeholders and envisioning enhancements in the existing systems. The role comes with the following responsibilities:

- Analyse and suggest enhancements in existing applications.
- Engage with various stakeholders to provide training and support to use the systems effectively.
- Elicit requirements and ideas for improving the systems.
- Manage the development team and ensure on-time delivery.
- Ensure the quality of code and technical documentation.
- Managing and keeping track of multiple projects at the same time.
- Conceptualizing new systems, conducting due diligence to analyse available options, and proposing best alternatives.
- Must have been involved in at least one complete application in the past, from inception to go-live.
- The candidate should have experience in manual and automated testing.

- Creating and managing the documentation of SOPs of the commissioned IT systems
- Having previous experience with AWS and Azure cloud infrastructure.
- Previous development experience is preferable in any technology.
- Knowledge of web technologies such as HTML, CSS, JavaScript, and AJAX and excellent knowledge of MS Excel.
- Understanding of software programming process and best practices in the software industry.
- Experience with database management and writing optimized queries for retrieval, analysis, and data migration is essential.

Qualifications and Skills Required:

- Bachelor's Degree in IT/CS from a recognized institution
- Minimum 3-4 years of experience in the functional domain
- Planning, designing, and defining scope of the project.
- Analyzing and managing project risks.
- Should be able to communicate precise requirements to the development team.
- Ability to work and manage team to ensure on-time delivery of application.
- Good written and verbal communication is a must for this role.
- Enthusiastic learner and keen researcher, with eye for quality and new technologies, products, and platforms

Application Submission Process:

We invite you to embark on this journey by submitting your application to Ashoka University's Information Technology Department. 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: Email your CV to connect.hr@ashoka.edu.in, ensuring the subject line reads as follows: "Job Title– Department's Name _Applicant Name>". This will help us efficiently process your application.

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable.

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 before the specified due date (One week). 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.