Job Title: Director, Office of Research and Development

Reports to: Dean Research

Location: Sonepat, NCR

Experience (in years): Minimum 15 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 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 Department: The Office of Research and Development at Ashoka University provides 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.

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)

Qualifications and Skills Required:
- 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:

Submit your application to Ashoka University's <Department Name> 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: https://forms.gle/JUwrNq3scA3R6tJT7, ensuring the attachments reads as follows: "Applicant Name_Designation – Department Name >".

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

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 October 5, 2023. Applications received after the deadline will not be considered.