Job Title: Assistant Project Manager - IT
Reports to: Deputy Director, IT
Location: Ashoka Campus
Experience (in years): Minimum 2-3 years of experience in the functional domain
Nature of work: Full Time
Number of positions: Two

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 Information Team 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:

- Engaging with various stakeholders to provide training and support to use the systems effectively.
- Elicit requirements and give ideas for improving the systems.
- Coordination with the developers for resolving bugs/ issues.
- Good working knowledge of MS Excel is essential.
- Ensure smooth operation and monitor data backups on a regular basis.
- Creating and managing the documentation of SOPs of the commissioned IT systems
- Vendor management to ensure smooth operations, bug fixes and change management and payment tracking.
- Conceptualizing new systems, conducting due diligence to analyse available options, and proposing best alternatives.
- The candidate should have experience in manual and automated testing.
- Knowledge of web technologies such as HTML, CSS, JavaScript, and AJAX is preferred.
- Basic understanding of software programming process
- Basic experience with database management and writing optimized queries for retrieval, analysis, and data migration.

Qualifications and Skills Required:

- Bachelor's Degree in IT/CS from a recognized institution
- Minimum 2-3 years of experience in the functional domain
- Fair knowledge of Information Technology and its applications
- 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.