

**Job Title:** Research Assistant, Department of Visual Arts

**Reports to:** Head of the Department, Visual Arts

**Location:** Ashoka University, Sonapat, Haryana

**Experience (in years):** Early career (0 to 1 year)

**Nature of work:** Contractual (7th August 2026 – 30th June 2027)

### About Ashoka University:

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 is capable of becoming 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 (Name of the Department): Visual Arts

The Department of Visual Arts at Ashoka University invites applications for the position of Research Assistant (RA) for the academic year 2026–27. This is an exciting opportunity for early-career scholars with an interest in visual arts, curation, archiving, and academic project coordination.

The selected RA will work closely with faculty and students on building a Digital Visual Arts Archive and Resource Centre including cataloging the personal papers, lecture notes, catalogues and archival material and work towards enhancing the research profile of the department.

### Role and Responsibilities:

#### I. Visual Arts Archive and Resource Centre

1. Establish a sustainable and accessible digital Visual Arts Archive and Resource Centre within the Department.
2. Catalog, digitize, and index and create a digital archive which include:
  - Photocopied articles with marginal notes
  - Lecture notes
  - Museum and exhibition catalogues
3. Maintain archival integrity during handling, digitization, and metadata creation.
4. Coordinate with faculty and supervise student volunteers working on the archival project.

5. Liaise with Ashoka Library and the Ashoka Archives
6. Make the Archival Material Accessible to all via Visual Arts Department Website.

## II. Department Research Initiatives

1. Curate digital and physical content for outreach and academic dissemination which includes a Visual Arts Department Yearbook, Bi- Annual Newsletter and Monthly Ashoka Reflections newsletter.
2. Assist all faculty members in curating End-Semester Exhibitions and managing end-to-end support for exhibitions.
3. Document departmental events, workshops, off-campus museum/ gallery classes, End-Semester Exhibitions and colloquia and create a digital archive of the department.
4. Write and Design communication material including event posters, Monthly Ashoka Reflections newsletter, and event promos for internal circulation and for social media.
5. Increase Visual Arts Department's visibility by organizing workshops working in collaboration with academic societies and departments within the University which includes- *Untitled*: Visual Arts Academic Society, Digital Makerspace, Performing Arts Department etc.
6. Create a consolidated mailing list for department events.
7. Manage Visual Arts department social media accounts and post updates, curated content regularly.
8. Introduce the speakers and moderate the colloquiums/workshops and other department events across the year.
9. Closely work with TAs to understand course contents for any kind of public dissemination of students' coursework.
10. Work closely with VA students, especially those working to gain Minor and Concentration, to assist them in achieving professional standards
11. Take proactive approach in organizing 1-2 students' research and outreach trips each semester, outside of academic coursework, to important institutional venues like India Art fair or important Arts talks in Delhi that VA students may benefit from.

### Qualifications:

#### Minimum Qualifications:

1. Bachelor of Fine Arts (BFA) and/or BA degree in Humanities.
2. Strong academic grounding in Visual Arts, History, Literature, or related fields.
3. Interest in visual culture, archival practices, and academic project coordination.

#### Desirable Qualifications:

1. MFA / MVA / MA in any of the following:
  - Visual Arts / Visual Culture / Art History
  - Arts and Aesthetics
  - Museum Studies
  - Literature / History
2. Prior experience in archiving is desirable.

### Skills Required:

1. Excellent Reading and Writing Skills.
2. The ability to work independently as well as collaboratively.
3. Familiarity with design and editing tools (Adobe Photoshop, Illustrator, InDesign, Canva, etc.).
4. Experience in handling Social Media accounts such as Instagram.

### Application Submission Process:

We invite you to embark on this journey by submitting your application to Ashoka University's Visual Arts Department. To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

#### Prepare the following documents:

1. Cover Letter
2. CV with two reference contacts
3. Statement of Intent (1 page) outlining their proposed contribution to the department
4. Portfolio (for candidates with a BFA/BVA/MFA/MVA background) or Writing Sample (published or work-in-progress for humanities applicants)

**Submit Your Application:** Email your CV to [visualarts@ashoka.edu.in](mailto:visualarts@ashoka.edu.in), ensuring the subject line reads as follows:

"<Research Assistant – Visual Arts \_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 by (Monday, 6<sup>th</sup> July 2026). 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.