

Job Title: Executive (Contract)

Location: Ashoka University, Rajiv Gandhi Education City, Sonapat, Haryana (On-Site)

Nature of work: Research Administration Executive

Tenure: 6 Months from the date of joining, extendable based on performance evaluation and the operational requirements of the Centre

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 rigour 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 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 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 Centre for Climate Change & Sustainability (3CS)

The Centre for Climate Change and Sustainability (3CS) at Ashoka University was established in 2019 and aims to bring together members of the Ashoka community with a shared interest in studying, communicating, and mitigating the effects of human-induced climate change.

In its first 6 years of existence, the 3CS established itself as one of Ashoka's most vibrant, active, and multi-disciplinary centres. The inaugural 3CS-organised meeting in February 2021, 'Healing Earth' held in the immediate aftermath of the COVID-19 pandemic, showcased the centre's approach. It combined rigorous academic methodologies addressing climate change and its impacts with approaches to sustainability that emphasised broader aspects of ecological health.

The Centre has also supported an outstanding array of research by Ashoka faculty on the subject. Building on the success of the 3CS, we now propose to give 3CS a new direction, dynamism, and energy.

The Centre will serve as a hub for interdisciplinary research, innovation, and action on climate change and sustainability. Bringing together expertise from the natural sciences, social sciences, humanities, policy, business, and technology, the Centre will generate knowledge and solutions that address urgent sustainability challenges of local importance while contributing to broader international thought and practice. A defining focus of the Centre will be to strengthen climate research, risk assessment, adaptation planning, resource management, and public engagement, supported by responsible use of artificial intelligence and emerging technologies.

Role and Responsibilities

The responsibilities will include, but are not limited to:

1. Project Coordination & Academic Collaboration

- Research, coordinate, and track interdisciplinary projects/conference/, and workshops undertaken by 3CS to ensure operational alignment and milestone completion.
- Liaise and collaborate with academic and administrative departments across Ashoka University to streamline institutional workflows.
- Organise and coordinate 3CS meetings, including preparing agendas, scheduling, and maintaining records of discussions and action items.
- Perform other centre-related responsibilities assigned by the Centre's Director.

2. Strategic Partnerships & Initiatives

- Support and cultivate robust collaborations with other Ashoka centres, academic departments, and external organisations to bring new, impactful initiatives to 3CS.
- Assist in coordinating partnership programs, cross-institutional dialogues, and multi-stakeholder workshops.

3. Communications & Media Management

- Co-plan and execute all aspects of 3CS's communication activities, including running social media channels, overseeing website building, and executing regular content updates.
- Curate, write, and distribute the monthly 3CS newsletter and contribute to the planning of future digital communication products.

4. Content Strategy & Repository Building

- Design high-quality media and promotional content for events, guest lectures, and academic sessions, while implementing a consistent content strategy across media channels.
- Establish and maintain a structured repository of 3CS's content, publications, media assets, and research resources.

5. Visibility & Outreach

- Proactively build institutional visibility by promoting 3CS's publications, research programs, and collaborations on the website and through traditional and social media on a regular basis.

6. Fundraising & Development Support

- Provide essential administrative and operational coordination for institutional fundraising and development activities, including tracking opportunities and compiling relevant documentation.

Qualifications

- Master's degree in Climate Studies, Environmental Studies, Political Science, Public Policy, Sustainability, International Relations, Development Studies, or a related discipline.
- Strong academic record with demonstrated programme management experience.
- Prior experience in ESG, climate change, sustainability related projects is desirable.

Essential Skills

- Strong project tracking, multitasking, and organisational capabilities.
- Excellent communication, organisational, and project management skills.
- Ability to work independently and collaboratively in interdisciplinary teams.

Application Submission Process

We invite you to embark on this journey by submitting your application for the Research Administration Executive at the Centre for Climate Change and Sustainability at Ashoka University.

To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

- (1) Share your updated CV that showcases your professional accomplishments, skills, and experience.
- (2) Include a cover letter (maximum 1000 words) summarising your relevant experience in project coordination, communications, and your interest in joining 3CS.

Submit Your Application: Email your CV to manager.3cs@ashoka.edu.in, ensuring the subject line reads: **"3CS Executive Application _ Applicant Name"**.



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 **23rd July 2026**.

Applications received after the deadline will not be considered. We look forward to receiving your application as we embark on a remarkable journey of professional growth and development together.

Join our exceptional community at Ashoka University, where excellence is nurtured, and aspirations are transformed into reality