

**Job Title:** Senior Research Assistant, Centre for Health Analytics Research and Trends (CHART)

**Reports to:** Dr. Poornima Prabhakaran, Centre for Health Analytics Research and Trends (CHART)

**Location:** Ashoka University

**Experience (in years):** Minimum 6 years

**Nature of work:** Research Administration and operational support to the technical team

### 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):** The Centre for Health Analytics Research and Trends (CHART) is focused on the establishment of a strong repository of evidence- based research on a range of issues impacting population health. The multi- disciplinary team of researchers brings expertise in designing and conduct of rigorous epidemiological research studies across India . The team comprises public health experts , epidemiologists, biostatisticians , social scientists, environmental epidemiologists and exposure science experts , geospatial analysts , health economists , health system specialists , nutrition and laboratory science experts .

### Role and Responsibilities:

1. Contribute to all research related activities in the project as directed by supervisor and other senior colleagues from time to time
2. Coordinate with vendors and other departments
3. Assist in project activities including outreach and engagement programmes
4. Coordinate travel, logistics, procurement, and inventory related to project implementation.
5. Maintain records of project correspondence, equipment, and field activities.
  6. Support financial and administrative documentation required for project implementation.
  7. Perform other project-related duties assigned by the Principal Investigator and/or Project Coordinator.

## Qualifications:

Graduate/Post Graduate degree in Life Sciences, Environmental Sciences, Social Sciences, Health Management, Hospital Administration, or another relevant discipline  
Minimum 6 years of work experience

## Skills Required:

- Strong organizational and coordination skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and data management software.
- Ability to travel extensively to project sites.
- Ability to work effectively with multidisciplinary teams and multiple stakeholders.

## Application Submission Process:

We invite you to embark on this journey by submitting your application to Ashoka University's <Centre for Health Analytics Research and Trends (CHART). 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 [palkie.barua@ashoka.edu.in](mailto:palkie.barua@ashoka.edu.in) ensuring the subject line reads as follows: "Designation – Department 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 by **(25 August 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.