



Centre for Climate Change and Sustainability (3CS) at Ashoka University

Job Title: Assistant/Deputy Manager, 3CS

Reports to: Director and Joint-Director

About 3CS

The Centre for Climate Change and Sustainability is a unique multidisciplinary centre at Ashoka University. 3CS is committed to awareness, advocacy and research on issues of climate change and sustainability, especially in the context of India. 3CS will harness the full range of Ashoka University's research and policy expertise, led by Ashoka's larger intellectual community of scholars, researchers, and teachers. 3CS focuses on communicating the urgency of issues through use of social media, blogs, podcasts and targeted advocacy campaigns. 3CS encourages and supports cutting edge research of an interdisciplinary nature on issues such as understanding climate change in the past, the role of climate change in enhancing disease spread, the economic impacts of climate change, writing around climate change, and issues of environmental justice.

Job Description

The Assistant/Deputy Manager will help support and expand the research, awareness and communication activities of the centre. They will report directly to the Director and the Joint Director and work closely with the centre's academic team and key external stakeholders to strengthen all 3CS research and impact initiatives, plan and support communications, and execute the centre's vision.

This is an opportunity to work in a multi-disciplinary setup with world-class researchers, scholars, and educators, who are working on high-impact projects. This is also an opportunity to initiate, pilot, and scale innovative and impactful climate action projects, both research-based and on-ground.

The candidate must have a deep commitment towards issues of climate change, sustainability, and climate action. The candidate would be responsible for setting the base for all of 3CS's future projects and would require excellent communication and critical thinking skills, and ability to handle multiple projects in a higher education setup.

The responsibilities will include, but are not limited to:

1. Researching, coordinating and tracking projects undertaken by 3CS, and working with different academic administrative departments of Ashoka University
2. Supporting collaborations with other Ashoka centres and departments, external organisations to bring new initiatives to 3CS; coordinating 3CS meetings
3. Co-planning and executing all 3CS's communication activity including social media, website building and updates, a monthly 3CS newsletter and future digital products.
4. Designing media content for events, guest sessions, and planning a content strategy for the same; building a repository of 3CS's content and resources
5. Building visibility through 3CS's publications, programs, and collaborations on the website and through traditional as well as social media regularly.
6. Coordinating fund-raising and development activities

Education & Experience:

1. Bachelor's degree and minimum 1-3 years of work experience (of handling multiple projects)
2. A deep commitment towards issues of climate change, sustainability, climate action
3. Strong communication and copywriting skills, including official correspondence, presentations, project proposals, and executive reports
4. Strong technical competencies: Microsoft Office, Google suite and graphic design software like Canva or Photoshop
5. An ability to construct a vision and the pathways for getting work done in a complex and changing environment
6. Fluency in English (speaking and writing)

Compensation: Rs 8-10 Lac per annum (basis experience)

Location: Ashoka University Campus, Sonapat, Haryana. **This is a full-time role.**

How to apply: Please email your application to 3cs@ashoka.edu.in by **25th August 2021**. We encourage early application as applications will be processed as they are received.

In your application please include:

1. A resume (with your name as the file name)
2. A one-page cover letter highlighting your experience relevant to the job requirements

For queries, please write to 3cs@ashoka.edu.in
