

JOB OPENING

Assistant Manager: Admin and Research for Indian Higher Education Research Network (IHERN)

Organization: IIIT-Delhi for Indian Higher Education Research Network (IHERN), a project at IIIT-Delhi.

Type: Full Time / Occasionally Remote (Part-time options can be considered)

Duration: 1 Year Project Position (may be extended) or till the Project End Date whichever is earlier.

Location: New Delhi

Salary: Rs 40 to 50K per month (consolidated) for full-time, depending on the experience

About IHERN:

The Indian Higher Education Research Network (IHERN, iiitd.ac.in/IHERN) is a collaborative platform aimed at advancing research, discussions, and innovation in Indian higher education. We organize monthly seminars featuring prominent speakers from academia, policy, and industry, as well as an annual conference that brings together scholars, practitioners, and policymakers. Our goal is to bridge the gap between research and practice in Indian higher education.

Role Overview:

IHERN is seeking a highly motivated and organized individual to assist the core team in planning and executing our monthly seminar series, compiling information for the IHERN website (iiitd.ac.in/IHERN), and planning and organizing the annual conference to be held in 2025. This role offers an excellent opportunity to gain experience in research coordination, event management, and higher education research and policy.

It is particularly suited for those planning to pursue a PhD in the future, as it provides significant exposure to academic networks, research methodologies, and policy discussions.

Key Responsibilities:

- **Seminar Organization:**

- Assist in the planning and logistics of IHERN's monthly online seminar series.
- Coordinate with speakers, prepare event materials, and manage participant communications.
- Handle scheduling, invitations, and post-event surveys or follow-ups.
- Support the moderation and smooth running of online sessions.

- **Annual Conference Support:**

- Work closely with the core team to organize the annual conference, including logistics, speaker coordination, marketing, and program development.
- Assist with conference materials (e.g., programs, abstracts, speaker bios) and manage communications with participants.
- Support in-person event setup and operations during the conference.

- **Research and Content Development:**

- Assist in preparing research briefs, summaries, and reports based on seminars and conference presentations.
- Contribute to IHERN's publications, newsletters, blog, and social media content.
- **Stakeholder Engagement:**
 - Build and maintain relationships with academic and industry stakeholders.
 - Act as a liaison between IHERN and various collaborators, helping to foster partnerships.

Qualifications:

- **Interest in Higher Education:**
 - A demonstrated interest in the higher education sector, particularly in research, policy, and institutional development.
- **Strong Organizational Skills:**
 - Ability to manage multiple tasks and events simultaneously with attention to detail.
- **Communication Skills:**
 - Excellent written and verbal communication in English.
 - Comfort with public speaking and coordinating with diverse stakeholders.
- **Digital Literacy:**
 - Proficiency with tools like Google Workspace (Docs, Sheets, Slides), social media platforms, and basic website content management.
- **Research experience:**
 - As this is a research network, research experience in related fields (e.g. social sciences, education, humanities) is highly desirable. This role is particularly suitable for those pursuing PhD (or plan to) in higher education, policy, or a related field.

Benefits for Candidates:

- **Academic and Professional Exposure:** Engage with leading scholars, policymakers, and practitioners in the higher education space. Gain insights into cutting-edge research and emerging trends in Indian and global higher education.
- **Event Management Experience:** Develop practical skills in event organization, project management, and digital collaboration.
- **Networking Opportunities:** Build connections with academics, policy experts, and institutions that may support future research endeavors.
- **Research:** Enhance your understanding of academic research, literature reviews, and policy discussions, which is excellent preparation for future doctoral studies.

Application Process:

Interested candidates should send an email with the subject: "Application for Assistant in IHERN", to the following email: ihern@iiitd.ac.in .

- In the email body, briefly explain your interest in higher education and any plans for future, and relevant experience.
- Attach your current CV/resume.
- **Deadline: Oct 25, 2024**