



The Ashank Desai Centre for Leadership and Organisational Development (ADCLOD) at IIMA  
Invites applications for the position of Research Assistant.

### **Description of the Centre:**

The Ashank Desai Centre for Leadership and Organisational Development brings together academia and organizations to advance research in leadership and organizational development. It aims to offer research services to leaders in Indian and global organizations, focusing on key areas of leadership development and organizational growth. To take this forward, the center invites applications for the position of research assistant.

**Job/Role Description:** Research assistant provides essential operational and administrative support for the center's activities, including event coordination (online and in-person), communication tasks such as newsletter writing, and assisting with consulting projects. They also manage the center's social media platforms, facilitate internal coordination with other departments, and contribute to the implementation of the center's strategic vision and technical tasks as needed.

**Qualifications:** Applicants should possess a Masters degree in Management, Industrial/Organisational Psychology, MBA/HRM, IT/Computer Science, or a closely related field. A strong background in administrative tasks and operations is highly desirable prior to the start of the appointment.

### **Skillset:**

- 1. Communication Skills:** Strong verbal and written communication skills are essential for interacting with departments and other stakeholders.
- 2. Technological Proficiency:** Competency in using office software (e.g., Microsoft Office, Google Workspace), database management, and communication tools. Familiarity with specific administrative software is also beneficial.
- 3. Financial Acumen:** Basic understanding of budgeting, accounting principles, and financial management to assist with the center's financial administration.
- 4. Social Media Branding and Marketing** is desirable

**Tenure of the appointment :** The appointment is initially for 6 / 12 months, with the potential for extension based on performance.

**Location:** Candidates should preferably be based in Ahmedabad. IIMA Research Assistants access to its library and computer center. The campus is centrally located within Ahmedabad, with easy access to several residential and commercial areas. Candidates are expected to secure their own accommodation outside the campus premises.

**Compensation:** Compensation will be commensurate with the qualifications and experience.

**Mode of Application:** Application URL: [Click Here](#) (Works best on Chrome browser; Google sign in required)

Candidates who have been shortlisted will be invited to a telephone, Zoom/Skype, or in-person interview. Our correspondence will be limited to individuals who have been chosen for an interview. Reject emails or letters will not be sent to those who are not qualified.  
Application deadline: **August 24, 2024**

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