Centre for Community Knowledge

The University intends to appoint an **Administrative Assistant** at the Centre for Community Knowledge (CCK). Interested candidates are requested to send their CV and application to directorcck@aud.ac.in by 24 April 2017.

No. of positions: 1

Job Description

The candidate will be required to:

- Co-ordinate administrative and financial matters with various divisions, departments and schools
- Co-ordinate CCK financials – account keeping, payment/ payroll processes etc. and manage files and filing systems
- Providing administrative support and co-ordinate with CCK staff.
- Update Centre records and databases with personnel, financial and other data
- Regularly take stock of office supplies and place orders when necessary

Job Requirements

Administrative Assistant

- *Minimum Qualification:*
  Graduate in any discipline.
- *Desirable:*
  - Knowledge of MS Word and MS Excel and independent e-mail communication
  - Working knowledge of Hindi and English
  - Effective organizational and office coordination skills
  - Familiarity with office management and basic accounting principles with working knowledge of TALLY and ERP
- *Experience:* At least three years experience in office administration and financial procedures
- *Duration of Appointment:* 1 year
- *Remuneration:* Rs. 20,000/- per month

Centre for Community Knowledge

The University intends to appoint for the position of **Research Assistant** for the Humanities across Borders at the Centre for Community Knowledge (CCK). Interested candidates are requested to send their CV and application to directorcck@aud.ac.in by 24 April 2017.

No. of Positions: 2

Job Description

The candidate will be required to

- Liaise with and independently conduct research with community networks in project areas.
- Experience and ability to assess and conduct interviews, create textual records and audio visual clips based on these.
- Collate received data and prepare periodic reports on the progress of the project
- To work with CCK faculty and others to develop workshops, exhibition and conference on identified research themes and subjects.

Job Requirements

Research Assistant

- *Minimum Qualification:*
  Master's degree in Humanities/Social Sciences with at least 55% marks.
- *Desirable:*
  1. Possess good writing skills with working knowledge of Hindi and English.
  2. Project management, report writing and transcription skills.
  3. Ability to analyse and interpret oral and non- codified data sets.
- *Experience:* Minimum 2-3 years experience in conducting field research including background textual and library sources, and including interviews of subjects from different age groups/ gender/ class. Candidates with experience of organising conferences, exhibitions and events will be preferred.
- *Duration of Appointment:* 1 year
- *Remuneration:* Rs. 25,000/- per month