

JOB OPENING

Manager - Research and Co-ordination, India Higher Education Research Network (IHERN)

Organisation: IIIT-Delhi for the India Higher Education Research Network (IHERN), a project at IIIT-Delhi.

Type: Full Time

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

Location: New Delhi

Salary: Rs 70K to 1 lac 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 organise annual conference that brings together scholars, practitioners, and policymakers as well as monthly seminars and blogs featuring prominent speakers from academia, policy, and industry. 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.

Key Responsibilities:

• 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.

• Seminar Organization:

- Assist in the planning and logistics of IHERN's monthly webinar 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.

• 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:

• PhD in Higher Education or related areas:

- A demonstrated interest in the higher education sector, particularly in research, policy, and institutional development.

• Strong Organisational 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 and WordPress platform.

- **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 a PhD 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 endeavours.

- **Research:** Enhance your understanding of academic research, literature reviews, and policy discussions.

Application Process:

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

- In the email body, briefly explain your interest in higher education, and relevant experience.

- Attach your current CV/resume.

- **Deadline: Aug 30, 2025**