

**Job Title: Deputy Dean / Sr. Director – Academic Affairs**

**Location: Ashoka Campus, Sonipat**

**Experience (in years): 12-15 years**

**Nature of work: Full Time**

### **About Ashoka University:**

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education with its unique pedagogy, governance and best practices. Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator.

For further information, visit [www.ashoka.edu.in](http://www.ashoka.edu.in)

At Ashoka, we aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- Being mission-driven and authentic
- Thinking strategically and creatively
- Collaborating with trust and respect
- Being accountable and driving for results
- Focused on service excellence

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.

### **Role Summary:**

The Deputy Dean of Academic Affairs is the chief operations officer of the Office of Academic Affairs (OAA). This position is responsible for creating and sustaining an environment of academic excellence for students, and faculty and a collaborative working environment with administrative teams.

The OAA organizes Ashoka's academic life. Its core function is to be a clearing house of the University with respect to course offerings, course schedules, student choices, student, and faculty evaluation. The OAA governs and administers the registration schedule and processes in such a way as to support and advance the liberal arts education mission of the University. The OAA audits student records and certifies the eligibility of students for graduation. The Deputy Dean reports to the Dean of Academic Affairs and will play a crucial role in shaping the University's response to emerging challenges and opportunities.

### **Role Expectations**

Initiative and responsibility come with the position. In addition, the candidate should be able to create a safe workplace that mentors, nurtures, and inspires junior colleagues. It is imperative for the Deputy Dean to develop a sophisticated understanding of the details of how operations and processes are implemented since it is at the level of operational implementation that prudent adjustments have lasting positive effects. We therefore expect that the Deputy Dean will acquire a full mastery of OAA processes, be a team player who leads by example, whose style is consultative and supportive, and who is an advocate of anything and everything that advances the organization of academic life.

## Strategic Responsibilities

- Implements and assesses strategic plan for academic affairs at the University.
- Coordinates with administrators, departmental managers, the faculty, and the academic and student affairs staff to ensure quality, continuity innovation, and integrity in academic issues.
- Ensures academic affairs compliance with University policy and procedures.
- Creates a culture across the department that values a team-based and collaborative approach to supporting students.
- Knowledge of imminent academic trends likely to affect future educational offerings.

## Tactical Responsibilities

- Coordinating with academic departments about course offerings and academic policies.
- Coordinating with other departments to determine and implement the registration process and other follow-up processes.
- Review of student transcripts to ensure flagging and other feedback mechanisms
- Oversight of class scheduling and academic bookings.
- Administering the academic integrity policy
- Establishing and administering academic counselling in collaboration with other departments
- Coordinating with other colleges and universities officials to ensure that student records are kept up to date
- Collaborate with other administrative departments (e.g., IT, Learning Support, Global Education) to optimize academic processes

## Skill Sets

Master's degree required, Doctoral degree strongly preferred. A minimum of 10 years in Education, with considerable academic management experience, preferably in a Private University in India or International University.

- Team management experience.
- Excellent oral and written communication skills.
- Strong interpersonal and organizational skills.
- Work effectively as either a leader or team member to ensure that departmental goals are met by providing support to team and always keeping students and graduates best interest as a priority.
- Proficient in Computer or Technology Skills
- Proven ability to problem solve complex issues

## Application Submission Process

Please submit an updated CV at Connect HR <connect.hr@ashoka.edu.in>, with the subject line – <Job Name+Department Name\_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

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