

Job Title: Assistant Manager

Reports to: Dean of Faculty

Location: Sonapat, Haryana

Experience (in years): 2-5 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 in India 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. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods.

For further information, visit www.ashoka.edu.in.

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

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

About the Office of the Dean of Faculty:

The Office of the Dean of Faculty oversees the functioning and welfare of Ashoka University faculty. The Office coordinates with various Departments for the recruitment of new faculty. It oversees the tenure and promotion process. It is responsible for the administrative management of faculty leave and sabbaticals and the annual faculty research grant.

Other aspects that fall within the purview of the Office range from faculty-related data management to logistical assistance to new faculty. The Office addresses day-to-day concerns that faculty may have, within and outside the classroom.

Role and Responsibilities:

The Assistant Manager will be incharge of processing bills for reimbursement, maintaining faculty databases and collating faculty reports, editing text for faculty webpages.

Eligibility: 2-5 years of experience in a similar role

Education Qualification: Postgraduate

Skill Sets: Accuracy and attention to detail, good communication skills, ability to liaise with other departments.

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.

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.