

Job Title: Deputy Manager, Office of Admissions (Undergraduate and Postgraduate Programs)

Location: Ashoka University, Delhi Office (Okhla, Phase III)

Experience (in years): 2-4 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 the top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded a Diamond rating by QS I. GAUGE as a recognition of its continuous focus on academic rigor, 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**

Role and Responsibilities:

- Support the Office of Admissions in the end-to-end admissions process for Ashoka University's undergraduate and postgraduate programs by coordinating the review of applications, shortlisting candidates for the next round, offering assistance in coordinating tests/assessments, and participating in the interview round with prospective students. The role requires the candidate to have an interest in liberal education and learning, general affairs, and in-depth interaction with students.
- Supporting the due diligence and decision-making process for the selection of students by:
 - Ensuring accurate recording of all data in close coordination with the software development team, and tracking communication from students and parents
 - Efficient processing, analyzing of large volumes of data, information.
- Interacting with parents/guardians/students to guide them through the application process and help them understand their academic and non-academic options within Ashoka University in a thorough manner.
- The role might require some travel for the purpose of meeting candidates or participating in organizing and conducting events.

Educational Qualifications: Undergraduate (mandatory) / Postgraduate (preferable)

Competencies:

- Have and exhibit a high level of commitment to the vision of the institution, the role, and the team.
- Able to work under pressure.
- Strong verbal and written communication skills
- Has sufficient proficiency and comfort with data archiving and spreadsheet-based analysis with an eye for detail?
- Has worked closely with people within a team(s) for at least one year or more and values collaboration and teamwork.
- Possesses good interpersonal skills and is perceptive, empathetic, and patient in dealing with students and parents/guardians.
- Be proactive, take initiative, have a problem-solving approach, an orientation to learn, and an attitude to excel.
- All tasks are deadline-driven, hence timely and accurate delivery of work is crucial.
- Know-how of implementing automation of Spreadsheet operations using Google Apps Scripts
- Hands-on understanding of the life cycle of a digital product

Application Submission Process

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

Kindly ensure that the application includes a cover letter, 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.