



Job Title: Sr Director– Career Development Office

Reports to: AVP – CDO

Location: Campus / Okhla

Experience (in years): 10-15 years of experience with premier organizations

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 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.

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:

- Develop and implement annual outreach strategy to achieve the overall objective of the Career Development Office – placing Ashoka students in roles which match their abilities with the requirements of India's top organizations.
- Drive outreach and overall management of the team and ensuring the team targets are met.
- Maintain and strengthen relationships with the current recruiters and drive registration of top recruiters in the list of Ashoka campus recruiters.
- Ensuring regular engagements with current and potential recruiters through major events and interactions with stakeholders of the institute. Driving the increase in the number of contact points in any recruiting company.
- Devise and implement a plan for high quality and volume of job offers and new career options to the students.
- Remain connected with the students and representatives of student bodies to understand their aspirations and career choices.
- Prepare weekly/monthly/annual status reports about activities and results.
- Leverage existing networks of Ashoka University's Founders, Faculty, Staff, Alumni and Students (consisting of 500+ organizations).
- Organize, attend, and participate in events advocating Ashoka University
- Develop and implement all outreach and marketing activities, campaigns, and strategies.
- Build capacity, capability and maintain motivation among his/her team.

Key Skills required:

10- 15 years of experience as an individual contributor in sales and deal closures

- Sales/Key Account Management experience. Liberal Arts qualification will be an advantage.
- Able to work on the CRM platform, create and finesse documents and pitch documents as maybe required.
- Highly entrepreneurial, self-starter
- Extremely articulate and excellent communication skills (verbal and written)
- Ability to manage multiple partner relationships.
- Excellent people, project, and time management skills.
- Self-motivated with an ability to work under stress and stringent timelines.
- Strong organizational skills, attention to detail and multitasking
- Deep understanding of working in the sector and the challenges it presents in placing large numbers of students is preferred.
- Experience working with and mentoring young people, facilitating workshops and learning journeys would be preferred.

Eligibility:

- Bachelor's Degree/Masters or equivalent
- Minimum 10-15 years of experience with premier organizations

Skill Sets:

- Excellent English communication skills
- Comfortable with Ambiguity
- Proactive and self-driven, can handle individual contributor role.
- Strong relationship management skills
- Aptitude for working in Higher Education
- Key Account management with Sales and Business Development experience.

Preferred Industries:

- Social /Development
- BFSI
- Education
- Media/PR

Application Submission Process

Please submit an updated CV at connect.hr@ashoka.edu.in, with the subject line – <Job Name_Department_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.