

Job Title: Dean of Student Affairs

Reports to: Vice Chancellor

Location: Sonipat, NCR

Experience (in years): Minimum 18 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 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.

About Office of Student Affairs

The Office of Student Affairs supports student experience outside the classroom. It is aimed towards making the university life of students enriching and well-rounded. Student Affairs cultivates and promotes student learning and development, with a strong commitment towards diversity, inclusion, and mutual respect; physical and mental wellbeing; cultural enrichment and creating opportunities for empowerment.

Role and Responsibilities:

The Dean of Student Affairs will manage the Offices of Student Life (Club & Societies), Residential Life, RA programs Sports and the overall wellbeing and discipline of students. The Dean is responsible for developing and overseeing programs that enable students to realize their fullest social and personal potential, and for integrating student life experiences with Ashok's educational mission.

The range of student services within the Dean's area of work and commitments to students may include the following:

- Fostering and modelling an atmosphere of mutual respect, caring, collective engagement, accountability, and personal growth in a community of exceptional talent and diversity.
- Building collaborations among the many offices and programmes that report to the Dean.
- Develop systematic ways to assess, improve, and renew programmes, benchmarking them against best practices and gathering the data necessary for informed decision-making.
- Oversee and manage discipline-related processes and procedures and the specific committee that deals with such matters at Ashoka (Committee against Disciplinary Infractions – CAD I).

- Supervise various campus programmes and serve as a liaison between college administrators and student organizations, such as a student government, clubs, and societies on campus.
- Draft policies, rules & regulations for the functioning of the offices that report to the Dean.
- The Dean will work to provide an excellent student experience by working with other departments and offices especially the Office of Academic Affairs and Undergraduate Programmes, other staff, parents, and student leaders to lead university-wide programmes from orientation to graduation.
- Facilitate discussions, initiatives and activities that enhance student life, development and build community. Coordinate and initiate programs that enhance student academic and professional development, increase retention, and respond to student needs.
- Develop and implement strategies and plans in cases of student emergencies. Ensure plans are consistent and compliant with other university initiatives.
- Decision making in critical situations to ensure well-being of students.

Qualifications:

- Master's degree is necessary, a Doctoral degree would be an added advantage.
- Substantial experience in college administration, student life, counselling, School/college teaching, or other comparable non-campus-based experience
- Proven ability to lead and manage a team of professionals effectively, make tough decisions when necessary, and work well with other senior staff.
- The ability to work in a fully residential campus with several academic programs and age groups of students, from undergraduates, and post-graduates to research scholars.
- A demonstrated commitment to diversity and inclusion and a high degree of accessibility and openness to students
- Demonstrated sensitivity, imagination, and effectiveness in responding to challenging student and school/ college community issues.
- A consultative, collegial style with the ability to inspire trust in others.

Skills and abilities

- **Communication:** Dean of student affairs must be able to communicate effectively with students, faculty, and administrators. Use communication skills to help students navigate the college experience, explain policies and procedures and answer questions.
- **Conflict resolution:** Dean of student affairs is responsible for overseeing student conduct and resolving conflicts between students. Conflict resolution is a necessary skill for this position, as it can help you maintain a safe and productive learning environment.
- **Empathy:** Empathy is the ability to understand and share the feelings of others. As a dean of student affairs, will be responsible for handling student complaints, disciplinary actions and other issues that may cause emotional distress. Having empathy can help understand the feelings of others and help provide the best solutions.
- **Leadership:** Dean, is responsible for overseeing a team, Leadership skills will help manage a team effectively and motivate team members to perform their duties.
- **Problem-solving:** Problem-solving skills allow us to identify issues, develop solutions and implement them. As a dean of student affairs, you will be responsible for resolving conflicts between students, faculty, and administrators, as well as between students themselves.

Application Submission Process

Please submit your resume with a cover letter at [connect.hr@ashoka.edu.in/](mailto:connect.hr@ashoka.edu.in), with the subject line <Job Title Name Applicant Name>.

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.