

Job Title: Manager - Senior Manager, Strategic Initiatives

Analysis Location: Ashoka University, Campus, Sonipat, Haryana

Experience (in years): Master's with 4-8 yrs. of work experience

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 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:

- The Manager /Senior Manager will work closely with the Senior Director, Strategic Initiatives (part of the Pro-Vice-Chancellor's office) to lead and facilitate **projects** related to strategic planning & decision making, data analytics and process improvement at the University.
- This is a highly strategic and facilitative role that requires the individual to work effectively with internal stakeholders (VPs, HODs, Deans, Founders) and **manage** administrative and operational responsibilities for these **projects** with a solid handle on workflow management, timelines, and deliverables.
- At the core, the role requires a highly resourceful individual with strong **interpersonal & analytical** skills, an **interest in problem solving** and a natural inclination towards **critical thinking**.
- The departments and functions covered by various projects range from Admissions and outreach, IT, HR, Communication/ Media, Finance, Strategy, and Administration

Eligibility:

- **Master's with 4-8 years** of work experience
- Knowledge of Ashoka University's unique operations, programs, and culture would also be an asset

Skill Sets

- Strong analytical skills, attention to detail, and the mastery of various tools (advanced Excel, PowerPoint, etc.)
- Strong interpersonal skills
- Demonstrated ability to review and prioritize work independently and effectively, and use appropriate resources and creativity to resolve issues
- Ability to handle sensitive and confidential situations/information with discretion.

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 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.