

**Job Title: Manager, Office of Learning Support**  
**Reports to: Director, Office of Learning Support**

**Location: Ashoka Campus**

**Experience (in years): 7 - 10 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](http://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 Department/Centre:**

Ashoka University has a vision to be an inclusive education institution which welcomes and nurtures students with disabilities as any other student while maintaining its standards of academic and non-academic performance. As a step towards creating such an environment on campus, the Office of Learning Support (OLS) was set up in 2016 at Ashoka University. At that time, this was the first ever dedicated support center in a university in India to cater to the needs of students with specific learning disabilities, such as dyslexia, dysgraphia, dyscalculia, and dyspraxia. To uphold the University's commitment to providing equal and integrated access to all the academic, social, cultural, and recreational programs it offers to all learners, the office has expanded and extended the support to students with visual, hearing, loco-motor disability, and autism spectrum too.

The vision of the Office of Learning Support is to be an enabler of inclusion in the higher education system.

## **Role and Responsibilities:**

Specific responsibilities of this role include:

- Management of day-to-day operational activities of the support services offered by the office.
- Overseeing the implementation of disability accommodation services including, but not limited to, note takers, assistive technology, academic accommodations, mobility assistants, alternate media, and overall accessibility needs at campus.
- Addressing and handling student and faculty queries and concerns related to academic accommodations and residential facilities for students with disabilities.
- Manage portfolios of students with disabilities and support them through their journey at Ashoka.
- Actively participate in conversations for making campus activities and residence life accessible for students.
- Work towards building an inclusive education culture at the university by organizing sensitization and awareness sessions.

## **Eligibility:**

The candidate should have an experience of working with people with disabilities – learning/ sensory/developmental and have a thorough understanding of neurodiversity. They should understand the current theories, practices and policies regarding persons with disabilities. If you do not have experience in this area, please apply with a cover letter describing why you are interested in this role and how you will be a good fit for the role.

## **Education Qualification:**

Degree in Psychology/Special Education/Disability Studies/Master of Social Work (MSW) from a recognized university is required.

## **Competencies and Skill Sets:**

1. Work effectively with individuals with disabilities.
2. Create, plan, prioritize, implement, and evaluate multiple projects on an ongoing basis necessary to meet the office objectives.
3. Awareness and understanding of new resources, practices, and challenges associated with the special education field.
4. Lead, coordinate and manage awareness sessions, skills training workshops for students at campus, and conferences hosted by the office.
5. Establish and maintain professional and collaborative working relationships with members of a diverse community, including, students, faculty, and administrators.
6. Demonstrate sensitivity to, and respect for, a diverse population.
7. Excellent written and verbal communication skills
8. Strong MS Word and PowerPoint skills

## Application Submission Process

Please submit an updated CV at [reena.gupta@ashoka.edu.in](mailto:reena.gupta@ashoka.edu.in), & [connect.hr@ashoka.edu.in](mailto:connect.hr@ashoka.edu.in) with the subject line – ManagerOLS\_Applicant Name. Kindly ensure that the application includes the last compensation received, expected salary, and notice period. Only shortlisted candidates will be contacted.

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**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.