

**Job Title:** Assistant or Deputy Manager - Academics, Young India Fellowship

**Reports to:** Assistant Director, Young India Fellowship

**Location:** Ashoka University Campus

**Experience (in years):** Upto 5 years, but negotiable based on qualifications and competencies

**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 is playing a critical role in transforming higher education in India. Ashoka is a leading institution that is home to a diverse student body, exceptional faculty, and mission-driven staff. Ashoka has been recently 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. 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 the Young India Fellowship (YIF):** The YIF is Ashoka University's flagship postgraduate diploma programme in liberal studies. Every year, it brings together around 100 young and diverse individuals who showcase exceptional intellectual capability and leadership potential from diverse academic, professional, socioeconomic, and geographical backgrounds. The YIF exposes them to an array of educational experiences delivered by renowned thinkers, practitioners, and scholars. Since 2011, the YIF has nurtured over 2200 socially conscious leaders and change-makers for the 21st century. Working with the YIF Team allows you to contribute to the programme as well as the process of building future cohorts. The team structure will enable members to take ownership of work streams catering to their interests and capabilities while collaborating with others toward shared goals.

**Role Summary:** We are looking for an individual with relevant professional experience who can play a key role towards strengthening academic affairs for the Young India Fellowship, by facilitating the creation of an optimal teaching and learning environment. This role is an excellent fit for someone who wishes to explore a career in higher education administration or academic administration in general, or particularly in programme management/stakeholder engagement and strategy.

**Role and Responsibilities:**

- Being responsible as the primary point of contact for faculty members and teaching staff, including serving as the representative of the YIF for all matters related to a course. Serving as an interface between the Faculty, Teaching Assistants (TAs) and Fellows

- Providing administrative support to faculty members in pre-course preparations. Coordinating and scheduling courses (and within them, classes, office hours, discussion sections, field visits, etc.), planning and managing the academic calendar, troubleshooting on attendance and class participation, and in general engaging with the faculty to ensure the course runs smoothly
- Managing the application, selection, and onboarding process for teaching assistants (TAs) as per requirements of the concerned faculty
- Administering the Academics Management System (AMS) for students and faculty
- Liaising with various departments and centres at Ashoka University on matters related to student well-being, faculty support, additional academic opportunities, and so on
- Supporting or leading the operations of various programmatic initiatives and events required for enhancing the learning experience for Fellows
- Maintaining a record of student participation in academic matters, and supporting the Dean's office in assessing student requests on various counts
- Any other responsibilities that may emerge from time to time, based on the requirements of the YIF team, or the candidate's skills/interests.

### **Skill Sets, Qualifications and Competencies**

- Good interpersonal skills, and ability to work effectively with other individuals and teams
- Interest in academics, pedagogy and student success
- A commitment to diversity, equity and inclusion perspective
- Enjoys the challenge of working in a dynamic and ever-changing environment
- Mission-oriented, collaborative, entrepreneurial and attentive to detail
- An undergraduate degree from a recognized institution in any discipline
- Postgraduate credentials would be a bonus but not essential
- Strong written and verbal communication skills in the English language
- Experience working with Learning Management Systems, Excel and PowerPoint
- Prior experience working across teams in a university setting or a good understanding of the Indian higher education landscape

### **Priority Deadline for Applications: 25<sup>th</sup> August 2023**

*(applications will be reviewed on a rolling basis)*

### **Application Submission Process**

- Please submit an **updated CV and a Cover Letter** at [connect.hr@ashoka.edu.in](mailto:connect.hr@ashoka.edu.in) and [yifacademics@ashoka.edu.in](mailto:yifacademics@ashoka.edu.in) with the subject line – **<YIF Academics\_Your Name>**. Kindly ensure that the application includes the last compensation received, expected salary, and notice period (if applicable).
- Only shortlisted candidates will be contacted. Candidates applying after the due date will be considered only if the position is not filled by the end of August.

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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 organization's overall salary structure.*