

**Job Title: Special Assistant**

**Reports to: Director**

**Location: New Delhi**

**Experience (in years): 4-6 years of experience in similar role**

**Nature of work:** Full Time Contract

#### **About Ashoka University:**

11 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:**

**Centre for Social and Behaviour Change (CSBC)** is a leading Indian behaviour science institution, driving behavioural change measures for people and communities in need. CSBC advances the science and practice of behaviour change, harnessing cross-disciplinary expertise in the areas of nutrition, sanitation, maternal health, family planning, and financial services. The Centre executes this vision through behavioural change programmes, foundational research, and capability building. For more information, please visit <https://csbc.org.in/>

#### **Overview of the Role:**

Leaders cannot do it all themselves. Steering the ship requires ceaseless levels of effort, energy, and ingenuity, and even the most experienced leaders know their limits. For this reason, the Center for Social and Behavior Change (CSBC) is seeking an energetic and resourceful **Special Assistant** to support our director and help coordinate - and, at times, lead - the execution of strategic initiatives and priorities throughout the organization. This is an all-encompassing position. From managing key strategic initiatives and analysis to engaging with key stakeholders, to the development of high-priority board and donor content, the Special Assistant will keep a pulse on all important issues within CSBC. This is a highly visible role that provides an up-close perspective on what it takes to establish a global organization. It is a very dynamic role (no two days will look the same!) that requires superior organizational and people skills, as well as comfort with ambiguity and frequent change.

#### **Role and Responsibilities:**

- Internal engagements: Shadow and support the Director in all internal engagements including team meetings, keeping track of key issues discussed and action points, and follow up to ensure all deliverables discussed are met.
- External engagements: Shadow and support the director with all external engagements including with government and key partners; curate any material, slide deck etc. as required reaching out to relevant program teams; record minutes and key action points; support the director in any follow up.
- Strategic anchor: Oversee and manage the strategic priorities of the Director, senior leadership teams, and the organization, by serving as a trusted support to the Director and senior leadership.
- Executive-level presentations: Create materials for key donor discussions, board meetings, and organization-wide conversations

- Team coordination: Build trusted relationships within the organization and lead a rhythm of internal communication to enable effective collaboration across the organization.
- Overall support: Support the director in managing the calendar and scheduling. Dynamically provide cross-functional support, gap-filling, and process management to ensure the operational rhythms of the organization are running smoothly.

The above responsibilities will be carried out by working closely with the Director, the Deputy Directors and other team members.

#### **Eligibility:**

- Past experience in working with Senior Leadership
- Outstanding organizational and time management skills

#### **Education Qualification :**

- Bachelor's degree required

#### **Competencies:**

- Extraordinary attention to detail with an ability to track and execute multiple work streams at once
- Demonstrated ability to self-start, work cross-functionally, and manage multiple stakeholders
- Excellent people skills with an ability to quickly earn trust and credibility with senior leaders/board members as well as team members
- Strong project reporting skills, with a focus on interdepartmental communication
- High degree of comfort with change and ambiguity
- Ability to prioritise
- Experience in scheduling online meetings (zoom/google)
- Discretion and confidentiality

#### **Skill Sets:**

- Proficiency with Office Software (Word, Excel, PowerPoint) as well as Google software (Google Docs, Sheets, Slides, Gmail, Calendar. Proficiency with Slack, Trello and other management tools highly desirable
- Superior written and verbal communication skills
- Creative problem-solving abilities (logistics, people related, HR, searching for resources, researching other organisations, including government)
- Can do attitude, independent, takes ownership; can attend meetings and offer support in front facing situations
- Is friendly, cheerful, and compassionate!

#### **Last Date for Application : 14 August 2023**

- We recommend that you apply early as applications will be processed as they are received, and the position may be filled before the closing date.

#### **Application Submission Process:**

- Please submit an updated CV at [careersatcsbc@ashoka.edu.in](mailto:careersatcsbc@ashoka.edu.in), with the subject line—<Job Name+CSBC\_Ashoka\_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.