

**Job Description: Assistant Manager/ Deputy Manager – Office of Academic Affairs**  
(Last date of receiving applications is August 29, 2023)

**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 a Diamond rating by QS I. GAUGE as a recognition of its continuous focus on academic rigor, interdisciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods.

**Reporting to:** Director of Academic Affairs, Ashoka University

**About the Office of Academic Affairs (OAA):** Ashoka's model of education affords considerable flexibility to students in deciding their programs of study—including choices relating to majors, minors, concentrations and co-curricular courses. It also gives autonomy to faculty and departments with regard to program structure, course curricula, pedagogies and methods of evaluation. At the same time, university policies bind these choices and decisions to a common structure with respect to academic credits and their division across programs. This is a complex task, and it is undertaken by the OAA. The goal is to devise and update academic policies along with procedures and systems that work ever more seamlessly, while supporting and enhancing the quality of choices made by students and faculty.

**Eligibility:**

**Essential:** Graduate

**Desired:** Postgraduate with preferably 2-5 years of experience in a relevant field. University experience will be an added advantage and IT qualifications and experience in process optimization and automation a strong asset.

**Responsibilities:**

1. Providing administrative support to the Dean, Associate Dean and Director of Academic Affairs in the academic components of the Undergraduate and Postgraduate programs, including (but not limited to) course registration, scheduling, advising & mentoring, and analyzing academic data for trends and projections;
2. Liaising with Head of Departments on academic advising, degree navigation, course codes, course planning, advising, mid-semester flagging;
3. Collaborating with the Office of Learning Support, Centre for Writing and Communications, Ashoka Center for Wellbeing, Admissions Team, Teaching Faculty (permanent and visiting) and Teaching Fellows in ensuring an inclusive learning space for all students;
4. Working with the Student Government, primarily the Ministry of Academic Affairs and Department Representatives, in addressing concerns;
5. Overseeing academic events and awards such as the Academic Expo, Academic Society Merit Awards, or the Dean's List;

6. Monitoring the academic achievement of students on the academic radar through regular communication and meetings, including documentation of academic transgressions and liaising on these with the relevant stakeholders; and
7. Liaising with the Registrar's Office and the Office of Examination on all assessment related matters as well as degree and transcript generation.

**Required Skill-sets:**

- The successful candidate must have good skills in writing and communication, organization and administration, preferably along with some experience in systems management.
- The candidate should have prior knowledge of data handling, as analyzing student data for understanding trends and projections is an essential requirement of the job.
- The candidate should be ready to work in a fast-paced environment, in which new challenges and demands sometimes arise on short notice, and with a tightly-knit team of motivated professionals.

**Expectations:**

- Understanding the administrative framework of a path-breaking institution;
- Being an integral part of discussions pertaining to academic policy;
- Honing skills in emphatic guidance and counselling;
- Working in a non-hierarchical team in a dynamic workplace; and
- Facilitating a seamless academic experience for both faculty and future scholars/citizens.

**Location:** Ashoka University campus at Rajiv Gandhi Education City, Sonipat, Delhi NCR

**Days of work:** The recruit will work on campus for 40 hours a week from Monday to Friday, throughout the year, and will be entitled to leave as per Ashoka University regulations.

**Compensation:** Commensurate with qualification and experience.

**Application Process:**

Please submit an updated CV at [connect.hr@ashoka.edu.in](mailto:connect.hr@ashoka.edu.in), with the subject line – <Job Name\_Department\_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.