

Job Title: Assistant Manager, Office of Admissions

Reports to: Assistant Director, Office of Admissions

Location: Ashoka University, Delhi Office (Okhla, Phase III)

Experience (in years): 0-1 years or having done multiple internships

Nature of work: Full Time

About Ashoka University:

Ashoka University is India's premier interdisciplinary teaching and research university, an institution that has become a beacon of academic excellence in the less than 10 years since its inception. At Ashoka, we encourage you to embrace change, learn and grow continuously, and strive for excellence in what you do.

As part of our thriving and committed workforce, you will:

Be Mission-Driven: Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.

Think Strategically: Collaborate with other innovative colleagues to shape the future of higher education through strategic planning and a forward-thinking approach.

Act Authentically: Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.

Take Accountability: Own your work and drive positive change, as an individual seeking to make a meaningful contribution.

Build Collaboration: Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.

Deliver Excellence: Strive for high quality in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrives. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can enhance your potential and make a meaningful impact.

About Office of Admissions:

The Office of Admissions at Ashoka University plays a crucial role in streamlining the application process for prospective students in both undergraduate and postgraduate programmes. With a commitment to attracting exceptional students to navigate Ashoka's academics and residential life programmes, we run a holistic admissions process and oversee every aspect, from designing a comprehensive application form to reviewing applications rigorously, and to conducting insightful student interviews, thus aiding Ashoka University's overall mission of achieving progress with purpose.

Role and Responsibilities:

The Assistant Manager will work closely with the Admissions Team to assist in various aspects of the process for its undergraduate and postgraduate admissions, including:

- Help build student and parent relationships to help retain them for Ashoka University:
 - Handling communication and inbound queries from candidates and parents regarding the admissions process post offers over the phone and email.
 - Schedule Calendly meetings with students who have been made an offer.
 - Recording of data and tracking communication from students and parents
 - Assisting in the payment process of students who have been made offers through phone calls and emails.
- Contributing to planning and execution of retention activities both online and offline
 - Participating and engaging in events hosted for students who have been made an offer and/or their parents/guardians.
 - Coordinating logistics as required

- If they have some understanding of design; they can help design posters and other material.
- Help with onboarding of students as they accept their offer of admission.
- Read application forms and interview students as and when required.

Qualifications and Skills Required:

- Undergraduate degree /post-graduate degree
- Ashoka Alumni are preferred.
- Fluency in the English language
- Strong written and verbal communication skills
- Has an in depth understanding of the values of Ashoka University, the academic environment and the student life experience.
- Moderate proficiency with technology in general with basic working knowledge of Excel
- Has an eye for detail while working with text and numbers
- Proactive in taking initiatives and problem solving and can work independently.
- Able to work under pressure and within given deadlines.
- Values teamwork and collaboration
- Possesses strong interpersonal skills, empathy, and patience.
- Has an orientation to learn and is committed to excellence

Application Submission Process:

Submit your application to Ashoka University's Office of Admissions to ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Prepare an Updated CV: Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

Submit Your Application: Complete the linked Google Form (<https://forms.gle/Ttbuiwb6FaZb8i6s5>) and upload your CV and cover letter in the form, ensuring both the documents read as follows: "Designation – Department Name _Applicant Name".

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable

Only shortlisted candidates will be contacted as part of our rigorous selection process.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by **13th October 23 i.e., Friday**. Applications received after the deadline will not be considered.