

Job Title: Programme Development, High School Programs

Location: Ashoka Campus/Okhla Office

Experience (in years): 3-5 years (Experience in conceptualizing, developing & managing academically rich programmes in online or offline formats in India or globally)

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 High School Programmes:

Ashoka aims to leverage its brand, unique pedagogy, and best practices to build impactful programs for High School Students -both offline and online certificate programs. These include The Young Scholars Program (YSP), Ashoka Horizons, and many others.

Ashoka Young Scholars Program (YSP), now in its ninth year is already the most prestigious summer program for high school students in the country, attracting talented and motivated students to an enriching & immersive college experience, across its 5 programs in liberal arts, sciences, computer science, humanities and economics & entrepreneurship streams. The programme continues to expand at an exponential rate with more high schoolers applying from across the country each year.

Ashoka Horizons offers short term, online, learning by doing (project-based learning), real-world and future forward programmes to high schoolers across the country and abroad. Ashoka Horizons courses are specially designed for curious & motivated high schoolers, providing a deeper exploration of specific subjects, 21st century skills and other non-academic areas of interest. Ashoka Horizons are better prepared for college decisions, college applications and for life beyond. Ashoka Horizons was launched in 2020 and have been growing exponentially since.

Role and Responsibilities:

The opportunity to exponentially grow Ashoka's High School Programs and expand the impact of Ashoka's education.

The role ends both online and on campus programmes and comes with the following responsibilities:

- Identifying programme opportunities and right fit faculty both within the Ashoka ecosystem as well as externally to build a portfolio of high impact courses and programmes for high schoolers (Grade 9-12) in India & abroad
- Working closely with a diverse faculty including global academicians, industry leaders and domain experts to develop enriching programmes, customized for the needs of the high school segment
- Ensuring timely course execution and delivering programmes of the highest global standards.
- Working closely with the marketing and programme operations teams to provide course based marketing material, faculty support in the marketing and to ensure all programme operational needs & shared with team.
- Working closely with other departments in Ashoka including faculty, facilities, operations, IT, procurement etc. to ensure a seamless programme delivery and a smooth execution of the programme for all involved.
- Engaging with schools, counselors, parents and students on course related outreach & communication
- Application review, evaluation & admission support in coordination with the programme operations team. As well as induction, training & management of full time/ part time programme counselors, outreach & admissions teams

Qualifications and Skills Required:

Qualifications:

- Experience (3- 5 years exp, full time or project based) in similar roles with one of the leading Indian or Universities or with online/ on premise courses targeted at high school students.
- Minimum 3 years of experience with premier organizations
- Preference would be given to past associates/ students of Ashoka University, YIF, YSP or Horizons programs

Skill Sets:

- Purpose- driven and mission-led individuals deeply invested in the role of education for mass societal impact
- Ability to work in a fast paced, high growth and continuously evolving environment
- Result driven professionals, who can think creatively on the go and problem solve to deliver desired outcomes on time and of the highest standards
- People who work well in teams and can collaborate across teams, functions and levels in the organization.
- Operationally strong, process driven & detail oriented
- Strong oral & written communication skills

Application Submission Process:

Submit your application to Ashoka University's High School Programs 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: <https://forms.gle/vgvEevM18ftFbod98>

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 **5th December 2023 (Tuesday)**. Applications received after the deadline will not be considered.