

Job Title: Programme Operations, High School Programs

Location: Ashoka Campus/Okhla Office

Experience (in years): 3-5 years of rich administrative experience in a leading residential school or University (India or global) or with a corporate.

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 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 Programs:

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:

This person is responsible for the end-to-end execution of our rich portfolio of online and offline programmes with the objectives of delivering the highest standards of programme delivery and student/ parent satisfaction

The role comes with the following responsibilities:

- Managing and resolving satisfactorily, school, student, and parent queries across online and offline platforms- email, WhatsApp, in-person (on campus), mobile, etc.
- Working collaboratively with the High School Programmes Marketing & Programme development teams to ensure successful & timely programme execution
- Working collaboratively with Ashoka's Outreach, marketing, operations, facilities, and security teams to ensure a seamless student experience on-ground
- Shortlisting, training, and managing a large team of High School Programme Counselors for the summer programmes
- Developing and managing the tech platform for course delivery; training faculty & teaching assistants to ensure course development & delivery
- Owning the *application to enrolment* conversion targets and real-time reporting on pipeline numbers, as well as ensuring high parent and student satisfaction scores across all programmes

Qualifications and Skills Required:

Qualifications:

- Past experience (03-05+ years exp, full-time or project-based) in similar roles with one of the leading Indian or global Universities, select residential schools or with reputed online/on-premise courses targeted at high school students.
- Minimum 03 years of experience with premier organizations
- Preference would be given to graduates of Ashoka/ YIF/ YSP/ Ashoka Horizons

Skill Sets:

- Strong communication & interpersonal skills – verbal & written. Good public speaker.
- Result, detail, and quality-driven individual
- Strong organizational skills and process orientation
- Comfortable with technology and MS Excel & PowerPoint
- Excellent Excel Skills & Data Analysis Skills
- Experience & comfort with Edtech platforms (Google Classroom, EdX etc.) preferred
- Interpersonal skills, ability to collaborate and work effectively across different internal & external stakeholders

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.