

Job Title: Assistant/Deputy Manager, Strategic Communications

Reports to: Director, Strategic Communications

Location: Ashoka University Delhi office (Okhla Industrial Area Phase III)

Experience (in years): 3+ years

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 thrive. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with an 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.

Role and Responsibilities:

- Contribute to creating top-notch communications products across print and audio-visual platforms, at par with global best practices
- Be an exceptional story-teller across different mediums
- Visualise and create short and crisp communications collaterals such as newsletters and films; oversee production of longer productions such as reports and feature films
- Work closely with the Development and Fund-raising team to organize events as and when required
- Oversee and manage logistics and vendor liaison for events and products such as merchandise

Qualifications and Skills Required:

Qualifications

- Postgraduate degree in Literature/Mass Communications/Journalism or a related field.
- 3+ years of professional experience in journalism, corporate communications, event management, or development communications
- Good writer and editor
- Outstanding fluency in written and spoken English
- Experience in event management, vendor liaison
- Multi-skilled in content creation, designing, and implementing 360-degree communications campaigns

Skills

- Team player and collaborator
- Innovator
- Proactive and willing to learn, un-learn and re-learn
- Strong leadership skills
- Good organizational skills and multi-tasker
- Highly motivated and self-driven
- Ability to challenge the status quo

Application Submission Process:

Submit your application to Ashoka University's Strategic Communications team 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/9QmdEEPCahPSBwhW7>

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 **11th December, 2023 (Monday)**. Applications received after the deadline will not be considered.