

**Job Title:** Assistant Manager, Office of Admissions

**Reports to:** Manager, Office of Admissions

**Location:** Okhla, New Delhi

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

- Support the Office of Admissions in the end-to-end admissions process for Ashoka University's undergraduate and postgraduate programmes by coordinating the review of applications, shortlisting candidates for the next round.
- Offering assistance in coordinating tests/assessments, data collation for all applicants
- Supporting the due diligence and decision-making process for the selection of students by:
  1. Ensuring accurate recording of all data in close coordination with the software development team, and tracking communication from students and parents
  2. Efficient processing, analyzing of large volumes of data, information
- Interacting with parents/guardians/students to guide them through the application process and support students with special needs and requirements in an inclusive manner

### **Qualifications and Skills Required:**

- Fluency in the English language
- Strong written and verbal communication skills
- 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
- Eye for detail while working with text and numbers
- Proactive in taking initiatives, 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:** <https://forms.gle/Rek3d9nXJDgBMypWA>

**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 **22<sup>nd</sup> April, Monday**. Applications received after the deadline will not be considered.