



Job Title: **Business Analyst – DM / Manager**

Role and Responsibilities:

The Business Analyst will work closely with VP (Strategy & Finance) and stake holders to lead strategic reviews and facilitate data analysis, financial / modelling analytics needed for key projects and domains of the University.

- This is a highly strategic and facilitative role that requires a combination of focus and flexibility, as well as a willingness to play an active, behind-the-scenes role. As the core member of the Office of VP (Strategy & Finance), the role requires a highly resourceful individual with strong analytical skills, strong emotional intelligence and self-motivation
- Some indicative projects are technology assessments, annual budgets, financial planning, operating analysis and reviews, spatial utilization and efficiency analysis, 5yr strategic plan, students – courses – revenues and costs modelling. The departments and functions covered by various projects range from IT, HR, Finance, Strategy, Administration, Admissions and Outreach.
- Work effectively with internal stakeholders (VPs, HODs, Deans, Founders etc) and manage administrative and operational responsibilities for these projects with a solid handle on work flow management, timelines and deliverables

Eligibility:
(Education & Experience)

- MBA with 3-5yrs of relevant work-experience
- Knowledge of Higher Education sector, programs and culture would also be an asset

Skills sets required:

- Strong analytical skills, attention to detail and the mastery of various tools (Excel, modelling, programming etc)
- Strong interpersonal skills with the ability to remain professional at all times
- Demonstrated ability to review and prioritize work independently and effectively, and use appropriate resources and creativity to resolve issues
- Ability to maintain a calm and positive attitude and to work productively despite heavy workload, competing priorities, complex problems, and tight deadlines
- Ability to handle sensitive and confidential situations/information with discretion

Venue of work:

Ashoka University campus at Rajiv Gandhi Education City, Rai/ Sonapat

Days of work:

This is a full-time role, Monday - Friday

Send your resumes at connect.hrd@ashoka.edu.in