

Job Position: Assistant Manager, Office of Learning Support at Ashoka University**Introduction**

Ashoka University has implemented an inclusive education framework to support students with learning difficulties. As part of the framework, Office of Learning Support (OLS) has been established to coordinate various activities related to management of neuro-diversity amongst students. The office promotes an inclusive environment for students with learning difficulties and sensory impairments. Through an interactive process, we are a support system to help students with specific needs achieve their individual academic goals.

Ashoka University, one of the pioneers of change and social impact, through OLS, creates equal opportunity for students irrespective of his/her special needs. We act as a central resource on specific-needs-related information and services for the University. The office also acts as case managers for students with or without any special learning needs helping them to organize, plan and keep track of their development.

About Ashoka University

Ashoka University is a pioneering university in India, providing an interdisciplinary liberal education on par with the best universities in the world. Ashoka students learn to be critical thinkers, effective communicators and ethical leaders, from outstanding faculty who have previously taught in leading global and Indian universities. In a very short time, the university has established a stellar reputation for quality of faculty and student experience.

Ashoka University students have been placed in many of India's leading organizations in the consulting, banking, corporate, CSR and social sectors.

Role and responsibilities**Key responsibilities include:**

- Manage student portfolios and maintain required program records
- Support the assessments/follow-up process for identified students
- Able to conduct meeting with students and take their information down for further action
- Submit required program reports in an accurate and timely fashion and participate in case management meetings
- Work closely with the other offices and staff members to plan integrated services for all students including English Language learners
- Provide support in building an inclusive education culture at the university through awareness sessions and other activities
- Ensure strict student confidentiality
- Explore new state-of-the-art disability management related resources regularly and update the documents accordingly

Skills & Education

- At least a Bachelor's degree in psychology, counselling or social work counselling
- Experience in the field of education is preferred
- Exposure to and/or interest in management of learning difficulties
- Good project management skills: organization, planning and attention to details
- Excellent written and verbal communication skills
- Ability to work in a start-up environment with a can-do attitude and stringent timelines
- Knowledge of MS Word, Excel and PowerPoint skills

Most importantly, we are looking for candidates who believe that each individual has unique abilities. You should be a person with compassion, a strong willingness to learn and a drive to walk the extra mile required to produce extra-ordinary outcomes for every student who deserves an opportunity to excel.

Reporting: The candidate will work with Director, Office of Learning Support

Position

The position is a full-time position based out of New Delhi, India.

Please send your applications to connect.hrd@ashoka.edu.in