

## **JD for Deputy Manager, Office of Learning Support**

### **Introduction**

The Office of Learning Support at Ashoka University was set up in 2016 to support students with disabilities. Over the last few years, the office has supported students with visual impairment, hearing impairment, ASD, ADD/ADHD, and Cerebral Palsy along with various specific learning disabilities.

We act as a central resource center on specific-needs-related information and services for the University and also promote a collaborative approach to implement inclusion policies.

The vision of the Office of Learning Support is to be an enabler of inclusion in the higher education system. We strive to design a sustainable culture amongst faculty, staff and the student body to accept learning differences as a matter of routine.

### **Assignment and role**

We are looking for somebody with 2-3 years of experience in the field of education supporting students with disabilities. Specific responsibilities of this role include:

- Manage student portfolios and support the assessments/follow-up process for identified students
- Facilitate the implementation of support plan for students with disabilities across a number of faculties
- Monitor and oversee the delivery of academic support to students, including the technological accessibility solutions.
- Co-ordinate and hold meeting(s) with students with disabilities, tutors, teaching assistants and colleagues.
- Lead the efforts to build an inclusive education culture at the university by organizing awareness sessions and other activities.

**Job title:** Deputy Manager, Office of Learning Support  
**Location:** Ashoka University Campus, Sonapat  
**Position:** One  
**Compensation:** Based on experience

**CAMPUS** - Rajiv Gandhi Education City, P.O. Rai (Sonapat), Harayana - 131029

**CITY OFFICE** - No. 2, Green Avenue Street, Pocket D-3, Vasant Kunj, New Delhi – 110070

**CONTACT** - +91 11 69405803 | **VISIT** - [www.ashoka.edu.in](http://www.ashoka.edu.in)

### **Job requirements**

1. An undergraduate or postgraduate degree from a recognized university. Graduation in Psychology is preferred
2. Work experience in the field of assistive technology for disabilities is preferred
3. Excellent project management skills: organization, planning and attention to details
4. Excellent written and verbal communication skills
5. Awareness and understanding of new resources, practices and issues in the higher education sector
6. Proven ability to initiate and successfully carry out project work
7. Other duties which may arise in the course of the daily operations of the office
8. Strong MS Word 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 responsibilities**

This position will work with the Director, Office of Learning Support.

Please email your CVs to [connect.hrd@ashoka.edu.in](mailto:connect.hrd@ashoka.edu.in). **Please do mention “Deputy Manager, Office of Learning Support” in the subject line.**

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