

JD for Assistant Programme Manager, Office of Academic Affairs

(Deadline for application: March 20, 2021)

Ashoka University is a young institution that is a pioneer in liberal education. We seek outstanding talent to join our team at the Office of Academic Affairs.

Reporting to: Senior Director of Academic Affairs, Ashoka University

Responsibilities:

1. Providing administrative support to the Dean, Associate Dean and Senior Director of Academic Affairs in the academic components of the Undergraduate and Postgraduate programmes, including (but not limited to) course registration, scheduling, advising & mentoring, and analysing academic data for trends and projections;
2. Liaising with Head of Departments on academic advising, degree navigation, course codes, course planning, advising, mid-semester flagging;
3. Collaborating with the Office of Learning Support, Centre for Writing and Communications, Ashoka Center for Wellbeing, Admissions Team and Teaching Faculty in ensuring an inclusive learning space for all students;
4. Working with the Student Government, primarily the Ministry of Academic Affairs and Department Representatives in addressing concerns;
5. Overseeing academic events and awards such as the Academic Expo, Dean's List and Convocation;
6. Monitoring the academic achievement of students on the academic radar through regular communication and meetings, including documentation of academic transgressions and liaising on these with the relevant stakeholders; and
7. Liaising with the Registrar's Office and the Office of Examination on all assessment related matters as well as degree and transcript generation.

Required Skill-sets:

- The successful candidate must have good skills in writing and communication, organization and administration, preferably along with some experience in systems management.
- The candidate should have prior knowledge of data handling, as analysing student data for understanding trends and projections is an essential requirement of the job.
- The candidate should be ready to work in a fast-paced environment, in which new challenges and demands sometimes arise on short notice, and with a tightly-knit team of motivated professionals.

Eligibility:

Essential: Graduate

Desired: Postgraduate with preferably 2-5 years of experience in a relevant field. University experience will be an added advantage.

Expectations:

- Understanding the administrative framework of a path-breaking institution;
- Being an integral part of discussions pertaining to academic policy;
- Honing skills in emphatic guidance and counselling;
- Working in a non-hierarchical team in a dynamic workplace; and
- Facilitating a seamless academic experience for future scholars/citizens.

Location: Ashoka University campus at Rajiv Gandhi Education City, Sonipat in the Delhi NCR

Days of work: The recruit will work on campus for 40 hours a week from Monday to Friday, throughout the year, and entitled to leave as per Ashoka University regulations.

Compensation: Commensurate with qualification and experience.

Application Details Required:

- To apply, please send **your CV and a cover letter** by **March 20, 2021** to the following email addresses:
To: connect.hrd@ashoka.edu.in.
- Please include the **name, designation and contact details** of a **referee** from your most recent professional/academic endeavour. They may be contacted by us as part of the process.
- Please use the subject line “**Application for Assistant Programme Manager, Office of Academic Affairs**” for the email.