

Job Title: Deputy Manager/Manager/Senior Manager: Career Development Office (CDO)**Location: Ashoka Campus****Nature of work:** Full Time**About Ashoka University:**

Ashoka University is India's leading Liberal Arts and Sciences University providing a distinctive interdisciplinary liberal education at par with the best universities in the world. Located in Sonapat, Haryana, Ashoka is India's first and only not-for-profit University built on the principles of collective public philanthropy.

Ashoka's 2,000-plus students, drawn from 30 states and over 243 cities in India and 27 other countries, receive a world-class interdisciplinary education, led by internationally renowned faculty. The University offers multidisciplinary programs that expose students to diverse perspectives, beyond classroom education. Ashoka students learn to be critical thinkers, effective communicators, and ethical leaders and have been placed in many of India's leading organizations in the consulting, banking, corporate, CSR and social sectors. Ashoka has also developed eleven Centres of Excellence to encourage academic and research collaborations and create societal impact. For further information, visit www.ashoka.edu.in.

Role and Responsibilities:

- Develop and execute an annual strategy to achieve the overall objective of the Career Development Office: placing 500+ talented Ashoka students in roles which match their abilities with the requirements of India's top 500+ organizations.
- Manage all aspects of the placements and internship recruitment on campus, including communications and outreach, handling grievances, managing external relationships, and planning and implementing orientations and workshops.
- Counsel students (one-on-one and in groups) on various placement-related issues such as resume building, group discussions etc. and managing workshop calendar for the CDO's student sessions.
- Lead and mentor younger colleagues.
- Manage various databases and keep updating data points by liaising with other departments.
- Relationship building with organizations from a variety of sectors and industries and on-ground execution of placement processes.
- Leverage existing networks of Ashoka University's Founders, Faculty, Staff, Alumni and Students (consisting of 500+ organizations) for various purposes.
- Lead and mentor the various student committees that are part of the department. Develop and implement all outreach and marketing activities, campaigns, and strategies.

Eligibility:

- 2 - 6+ years of work experience in a relevant domain. Experience in a mentoring/managerial role would be a plus.
- Sales/Key Account Management experience will be helpful. Liberal Arts qualification will be an advantage

Skill Sets

- Highly entrepreneurial self-starter.
- Excellent oral and written communication skills

- Ability to manage multiple partner relationships.
- Experience working with and mentoring young people, facilitating workshops and learning journeys would be preferred.
- Strong organizational skills, attention to detail, and the ability to manage a variety of tasks simultaneously.
- Deep understanding of working in the sector and the challenges it presents in placing 500+ students.
- Social Media experience will be an added advantage.

Application Submission Process

Interested candidates should send the following documents to connect.cdo@ashoka.edu.in with the subject line – Senior Manager – Outreach & Engagement | (Applicant Name)

- One-page resume
- Cover letter

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.