

**Job Title:** Assistant Manager/Deputy Manager Outreach

**Department:** Outreach- Undergraduate Programme (UG)

**Location:** Ashoka University, Sonipat

**Experience (in years):** 2-4 yrs. of relevant work-experience

**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 Sonipat, 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](http://www.ashoka.edu.in).

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Being mission driven and authentic**
- **Thinking strategically and creatively**
- **Collaborating with trust and respect**
- **Being accountable and driving for results**
- **Focused on service excellence**

### **Role and Responsibilities:**

The UG Outreach Team adopts a multi-dimensional work approach, where each team member takes ownership of projects that play to their strengths. Nonetheless, each member also contributes to all other work engagements to the best of their capacity.

The work broadly revolves around in-person and online outreach, data analytics, engaging all current and potential stakeholders, giving presentations, coordinating outreach events and routine administrative tasks.

- **Presentations:** Giving presentations to prospective students and parents on campus.
- **Campus Tours:** Organizing campus tours for parents, students and other guests on campus.
- **Communication:** Managing admissions support mailbox and respond to prospective students queries.
- **Organizing Events:** Planning Outreach events on campus like school visits/ counsellor visit
- **Data:** Collating and analyzing data of session participants/applicants/potential applicants.
- **Provide a link for the Outreach team to the student body and assist in collecting required data for the team.**
- **Student Ambassadors Programme:** Planning and managing the Ashoka University Student Ambassadors Programme.
- **Relationship Management:** Interaction, query resolution and engagement with potential UG's and their parents/guardians.

## Eligibility:

- Bachelors/ Masters with 2-4 yrs. of relevant work-experience preferably in the Education Sector/Customers Engagement Role
- Possesses exceptional presentation and writing skills, can multi-task efficiently and deliver consistently.
- Adept in MS Office (Word, PowerPoint, Excel, Outlook and Publisher).
- Creative, Collaborative, punctual, energetic, willing to learn, team-player, detail and action-oriented, willing to travel.

## Application Submission Process

Please submit an updated CV at [connect.hrd@ashoka.edu.in](mailto:connect.hrd@ashoka.edu.in), with the subject line – <Job Name\_Department\_Applicant Name>.

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

Only shortlisted candidates will be contacted.

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**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.