



Job Title: Deputy Manager/Manager - Student Engagement

Location: Ashoka University 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.

Roles and Responsibilities:

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.

Assist in conceptualizing and implementing programmes for current students at the university. This includes, but is not limited to, speaker series, workshops, volunteering opportunities, career guidance and counseling sessions.

Assist senior leadership with outreach and development in line with the Office's projected growth. This includes conducting market research across industries and sectors.

Shape and manage overall communication through regular physical and virtual interactions with students and the faculty.

Manage all aspects of the placements and internship recruitment on campus, including communications and outreach, handling grievances, managing external relationships, and planning and conducting orientation and workshops.

Lead and mentor the various student committees that assist the Office.

Build a network of resource people, facilitators, and mentors to provide support for various cohorts of the university.

Skills Required:

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.

Eligibility

2-6 years of work experience in a relevant domain. Experience in a mentoring/managerial role would be a plus. A Liberal Arts and Sciences qualification will be an advantage.

Application Submission Process

Interested candidates should share their resume and cover letter to connect.cdo@ashoka.edu.in with the following subject line: Deputy Manager/ Manager– Student Engagement | (Applicant Name).

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.