

AshokaX: Assistant Manager-Enrollment JD

Brief

The AshokaX programme team is looking for an energetic and enterprising young professional to join the team as an Assistant Manager – Enrollment. This is an exciting opportunity to work closely with the senior leadership of AshokaX to build a unique and ambitious online learning platform in India. AshokaX is backed by Ashoka University, India's premier Liberal Arts University. The Assistant Manager will work with the Director, AshokaX under his supervision.

Roles & Responsibilities

The Assistant Manager - Enrollment will work across aspects of admissions and enrollment for AshokaX' online offerings for high-school, college and working professional audiences.

- They will help **counsel and select the right audiences** for AshokaX programme offerings.
- They will be responsible for **lead management**, conversion optimization performance and class composition for specific courses and offerings.
- They will assume **end-to-end process responsibility** for admissions and enrollment into specific AshokaX courses and programmes, from phone counseling to application and payment processing.
- As part of a small team, they will play a key role in driving **customer relationship management** for AshokaX as a platform, using best-in-class technologies and practices.
- They will be responsible for **onboarding, experience and engagement** throughout the lifecycle of an AshokaX learner.

Ideal Candidate Profile

The ideal profile for the AshokaX Assistant Manager Outreach position is an efficient and organized administrator well versed with best-in-class lead management practices, higher-education audiences and conversion optimization techniques.

- The candidate must be a **strong communicator** with a keen interest and passion for higher-education expansion, the new learning economy and online as a medium.
- The candidate must have **exceptional organizational abilities** with a firm grasp of project management tools and techniques.
- The candidate should have a strong grasp and **demonstrated experience of lead management**, customer relationship management and conversion optimization.
- The candidate must have at least 2 years of work-experience with **specific exposure to higher-education admissions** and enrollment.
- The candidate must have experience of relevant lead-management and CRM softwares, workflow tools and/or higher-education related softwares.

Application Details Required:

- To apply, please send the following:
 - a. A cover letter
 - b. Your resume
 - c. 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.
- Interested candidates can share their updated CVs on ashokax@ashoka.edu.in, connect.hr@ashoka.edu.in clearly mentioning <Position applied for – Department> in the subject line.
- Deadline for receiving applications: **Feb 17, 2022.**

The Assistant Manager - Outreach will work with and report to the Director, AshokaX. The position is based out of New Delhi.

About AshokaX

AshokaX is a unique and pioneering initiative by Ashoka University, India's premier Liberal Arts university, to bring its world-renowned faculty and learning experience to a broader audience in India and around the world. Built on a robust intellectual foundation, AshokaX intends to further Ashoka University's mission to be inclusive, innovative, and diverse in its offerings. AshokaX will offer a wide range of online programmes, both live and asynchronous to a broad diversity of learners from high-school and college students to working professionals and lifelong learners. AshokaX is backed by Ashoka University's unmatched academic and intellectual resources and its strong brand in the Indian higher-education space.