

### **Work Profile : Course Development Manager**

**Brief :** AshokaX is looking for an enterprising course development manager to work closely with senior leadership and faculty members to develop and manage unique, asynchronous online courses and offerings. AshokaX is an exciting new online initiative launched by Ashoka University, India's first and premier Liberal Arts and Sciences. University. AshokaX has ambitious plans and aims to be a pioneer in online and blended course offerings across disciplines.

#### **Roles & Responsibilities**

The course development manager will be responsible for all academic aspects of course development including theme/topic identification, curriculum and instruction design and e-learning integrations.

- They will be the **primary vision holder and evangelist** for AshokaX courses amongst Ashoka faculty members and departments and work with them to identify suitable course topics and themes to be offered via AshokaX.
- They will **design the course** from an instructional and learning aspect, with help from the faculty & research assistants.
- They will research, evaluate, and train faculty on the **implementation of e-learning** tools and resources.
- They will **manage the course development schedule** and ensure quality standards and tracking through the process.
- They will act as the central node among the academic, production, technology, and marketing functions of AshokaX.

#### **Candidate Profile**

The ideal profile for the AshokaX Course Development Manager position is an enterprising higher-education professional, with wide-ranging intellectual interests and keen emotional intelligence.

- The candidate must be a **strong communicator** with excellent interpersonal and organizational skills.
- The candidate should be **intellectually curious**, have a grasp of the higher-education market in India as well as awareness of the latest in instruction design, learning science and e-learning resources and tools.
- The candidate must have at least 6 years of work-experience with specific **exposure to course/curriculum development** and/or online learning and experience of management in a multi-stakeholder environment in their background.
- The candidate should be comfortable working in a **startup like environment** with organizational ambiguity, scarce resources and emerging contexts and goals.

The AshokaX Course Development Manager will work with and report to the Dean, AshokaX.

#### **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](mailto:ashokax@ashoka.edu.in), [connect.hr@ashoka.edu.in](mailto:connect.hr@ashoka.edu.in) clearly mentioning <Position applied for – Department> in the subject line.
- Deadline for receiving applications: **Feb 17, 2022.**