

AshokaX: Programme Development & Coordination In-Charge

Brief

AshokaX is looking for a senior programme development and coordination in-charge to work across Ashoka University's departments, centers, and offerings to produce unique, high-quality courses as part of University's exciting new online initiative. Ashoka is India's first and premier Liberal Arts and Sciences University and aims to be a pioneer in online and blended course offerings for the Indian market too.

Roles & Responsibilities

The Programme Development & Coordination In-Charge will work across aspects of new programme development, faculty and departmental coordination and related outreach and enrollment efforts for all of AshokaX' new programmes.

- They will work with the AshokaX leadership team to **conceive, plan, and develop** new course and programme offerings to be offered on the AshokaX platform.
- They will **lead internal outreach efforts** to faculty, departments, and centers to pitch new programme ideas and propose specific possibilities.
- They will **coordinate the planning and development** of new courses and programmes, from an instruction and learning design perspective, along with the AshokaX academic leadership.
- They will **work with the outreach arm of AshokaX** to identify relevant learning audiences for specific courses and programmes and help draft focused marketing strategies for each.
- They will coordinate **planning and delivery** of the programme and cohort experience at AshokaX, across offerings, along with the operations team.

Candidate Profile

- The candidate must be a **strong communicator** with excellent interpersonal and organizational skills.
- The candidate should have a strong grasp of **higher-education practices, state of the art, programme possibilities and academic processes**.
- The candidate must have **at least 6 years** of work-experience with specific exposure to faculty coordination, programme development and/or academic planning and administration.
- The candidate must have a **strong understanding of global trends, technologies and delivery platforms in higher-education**.
- The candidate should be **comfortable working in a startup** like environment with organizational ambiguity, scarce resources and emerging contexts and goals.

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**.