

Job Title: Executive Assistant, Pro-Vice Chancellor's Office

Reports to: Pro – Vice-Chancellor

Location: Ashoka University Campus, Sonapat, Haryana

Experience (in years): Minimum of 12 years of experience and above

Nature of work: Full Time (Monday – Friday)

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I. GAUGE as a recognition of its continuous focus on academic rigor, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods. For further information, visit 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:

This role will require someone with experience in managing the office for a Leadership Team member, involving administrative support but not limited to the responsibilities mentioned below:

- Provide direct administrative support to the Pro-Vice-Chancellor, and indirect support to the Board of Directors, as and when required
- Responsible for handling and managing confidential information
- Manage and maintain schedules, appointments and travel arrangements with comprehensive calendar management. Receive visitors and manage campus visits
- Support Pro VC and Registrar in preparing board of management presentations
- Act as a liaison between departments to facilitate communication at all levels
- Prepare and edit correspondence, communications, presentations and other documents
- Design and maintain databases and dashboards. Analyse important data and create reports
- Conduct research, collect and analyse data to prepare reports and documents
- Arrange and coordinate meetings, recording minutes of the meeting and following-up on next steps with an action tracker
- Maintain inventory of office supplies and equipment

Eligibility:

- Bachelors Degree from a top tier institution
- Minimum 10 years of admin/secretarial work experience with premier organisations

Skill Sets Required:

- Knowledge of the latest online portals for a virtual setup as and when required, such as Zoom, Google meet, MS, etc.
- Proficiency in spoken and written English to manage people pulses during the Pandemic
- Comfortable with software for presentations, MS Word, MS PowerPoint and Excel
- Smart, presentable personality who can work well with senior leaders and stakeholders

Application Submission Process

Please submit an updated CV at [connect.hr@ashoka.edu.in/](mailto:connect.hr@ashoka.edu.in), with the subject line – <Job Name+Department Name_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.