

**Job Title:** Deputy Manager/Manager: Career Development Office (CDO)

**Location:** Ashoka University, Sonipat

**Experience (in years):** 4 – 8 years

**Nature of work:** Full Time

### **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 Da 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](http://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:**

- Support the Office to achieve the overall objective of the Career Development Office: placing 500+ talented Ashoka students in roles that match their abilities with the requirements of India's top 500+ organizations.
- Manage all aspects of the placements and internship recruitment on campus, handling grievances, managing relationships, and planning and implementing orientations and workshops.
- Counsel students (one-on-one and in groups) on various placement-related issues such as resume building, group discussions, etc., and manage workshop calendar for the CDO's student sessions.
- Lead and mentor younger colleagues.
- Updating various databases by liaising with other departments.
- Contribute towards relationship building with organizations from a variety of sectors and industries and on-ground execution of placement processes.
- Leverage existing networks of Ashoka University's Founders, Faculty, Staff, Alumni, and Students (consisting of 500+ organizations) for various purposes.
- Lead and mentor the various student committees that are part of the department. Develop and implement all outreach and marketing activities, campaigns, and strategies.

### Eligibility:

- 4-8 years of work experience in a relevant domain. Experience in a mentoring/managerial role would be a plus.
- Sales/Key Account Management experience will be helpful. Liberal Arts qualification will be an advantage

### Skill Sets:

- 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.

### Application Submission Process

Interested candidates should send the following documents at [connect.hr@ashoka.edu.in](mailto:connect.hr@ashoka.edu.in) with the subject line – <Job Name+Department Name\_Applicant Name>.

- One-page resume
- Cover letter

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.