Job Title: **Assistant Manager/ Deputy Manager Role (Academic Support)**

Ashoka University is a young institution that pioneers liberal education in India. The University values diversity in the workplace and respects the needs of a proper work life balance. It welcomes applications from all seeking productive, satisfying careers.

Eligibility (Education & Experience):
- Graduate / Post graduate
- 2-5 years of experience preferably in academic organization.

Role and Responsibilities:
- Taking care of all administration and operations work of the department.
- Shaping and managing overall communication with students and faculty.

Skills sets required:

- Strong organizational skills, attention to detail and the ability to manage a variety of tasks simultaneously
- Strong interpersonal skills with the ability to remain professional at all times
- Excellent oral and written communication skills
- Good knowledge of MS office
- Social Media experience will be an added advantage.
- Should be good at multitasking and should be comfortable working on deadlines.
- The successful candidate must have good skills in writing and communication, organization and administration, preferably along with some experience in systems management.
- The candidate should have prior knowledge of data handling.
- The candidate should be ready to work in a fast-paced environment, in which new challenges anddemands sometimes arise on short notice, and with a tightly-knit team of motivated professionals.

Location: Ashoka University campus at Rajiv Gandhi Education City, Sonipat, Delhi NCR

Days of work: The recruit will work on campus for 40 hours a week from Monday to Friday, throughoutthe year, and will be entitled to leave as per Ashoka University regulations.

Compensation: Commensurate with qualification and experience.

Application Process:

- Please submit an updated CV at connect.hr@ashoka.edu.in, with the subject line – <Job Name_Department_Applicant Name>.

- Kindly ensure that the application includes the last compensation received, expected salary, andnotice period.

- Only shortlisted candidates will be contacted.