Job Title: Admissions Data Manager, AshokaX (on-contract)

About AshokaX:

AshokaX is a unique and pioneering online initiative by Ashoka University, India's premier Liberal Arts and Sciences University, to bring its renowned faculty, platform, and learning experience to a broader audience in India and around the world. Built on a robust intellectual foundation, AshokaX intends to further Ashoka University's mission to be inclusive, innovative, and diverse in its offerings. AshokaX offers a wide range of online programmes, both live and asynchronous to a broad diversity of learners from high-school and college students to working professionals and lifelong learners. AshokaX is backed by Ashoka University's unmatched academic and intellectual resources and its strong brand in the Indian higher-education space.

Location of work: Remote

Days of work: Full-time from April-June 2022. Contracts may be renewed for other AshokaX programs based on performance.

Apply: Please share your CV at ashokax@ashoka.edu.in

Role and Responsibilities:

- Manage large admissions datasets on Excel/Google Sheets with end-to-end student data covering the admission process from application to payment and enrolment
- Conduct basic operations on Google Sheets such as assigning prospective students to counselors on a daily basis and tracking the calling performance and student application status
- Conduct analysis to generate insights on counselor performance, student preference across courses etc. to optimize team performance
- Collating and compiling data from various sheets to track student enrolment, fee payments etc.

Eligibility:
- Bachelor's Degree or equivalent
- 1-2 years of experience (Prior admissions or data management experience in education space would be preferred)
- Freshers showcasing exemplary conduct and a keen desire to learn may also apply

Skill Sets Required:
- Strong data management skills and ability to work with large datasets
- Fluency in Excel and Google Sheets across functions such as filtering, pivot tables etc.
- Ability to contextualize data and use it to generate insights to optimize team performance
- Keen attention to detail