

**Job Title:** Assistant Manager/Deputy Manager, IT

**Reports to:** Deputy Director, IT

**No. of positions:** Two

**Venue of work:** Ashoka University Campus, Rajiv Gandhi Education City, Rai (District – Sonapat)/ Work from home

**Days of work:** This is a full-time role, 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](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:

This role provides operational support for IT systems to all internal stakeholders and envisioning enhancements in the existing systems. The role comes with the following responsibilities:

- Engaging with various stakeholders to provide training and support to use the systems effectively
- Elicit requirements and ideas for improving the systems
- Coordination with the vendors for resolving bugs/ issues.
- Good working knowledge of MS Excel is essential.
- Ensure smooth operation and monitor data backups on a regular basis
- Creating and managing the documentation of SOPs of the commissioned IT systems
- Vendor management to ensure smooth operations, bug fixes and change management, and payment tracking
- Conceptualizing new systems, conducting due diligence to analyse available options, and proposing the best alternatives

### Eligibility:

- Bachelor's Degree in IT/CS from a recognized institution
- Minimum 2-3 years of experience in the functional domain

### Skill Sets Required:

- Understanding of software programs and the latest practices in the industry
- Basic knowledge of IT and its applications
- Enthusiastic learner and keen researcher, with an eye for new technologies, products, and platforms

## 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\_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.