

Job Title: Assistant Manager, Office of Admissions**Reports to:** Assistant Director, Office of Admissions**Location:** Ashoka University Admissions Office, Vasant Kunj, New Delhi**Experience (in years):** 0-2 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 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:

The Assistant Manager will work closely with the Admissions Team to assist in various aspects of the process for its undergraduate and postgraduate admissions, including:

- Contributing to planning and execution of the admissions process both online and offline
- Handling communication and inbound queries from candidates and parents regarding the Admissions process over the phone/email
- Recording of data and tracking communication from students and parents
- Hosting candidates and/or their parents/guardians at the Admissions office
- Assisting in the execution of the admissions assessments and processes for candidates during assessment and interview days
- Participating and engaging in events hosted for candidates and/or their parents/guardians
- Coordinating logistics as required

Competencies

- Fluency in the English language
- Strong written and verbal communication skills
- Moderate proficiency with technology in general with basic working knowledge of Excel
- Has an eye for detail while working with text and numbers
- Proactive in taking initiatives and problem solving and can work independently
- Able to work under pressure and within given deadlines
- Values teamwork and collaboration
- Possesses strong interpersonal skills, empathy, and patience
- Has an orientation to learn and is committed to excellence

Application Submission Process

Please send the following to connect.hr@ashoka.edu.in/, with the subject line – <**Job title_Applicant Name**>:

- Your updated CV (maximum of 2 pages)
- Cover Letter (Expressing your interest in the role and reasons for applying. Also, mention last compensation received, expected salary, and notice period if any.)

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.