

Job Title: Assistant/Deputy Manager

Reports to: Director, InfoEdge Centre for Entrepreneurship

Location: Ashoka University, Sonipat

Experience (in years): 0-5 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 rigour, 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**

About Department/Centre:

The InfoEdge Centre for Entrepreneurship is the creative hub at Ashoka University that nurtures the entrepreneurial endeavours of all students, fellows, faculty and founders alike. With complete support from the founders of Ashoka, the Centre has some of the most successful entrepreneurs in the country on board helping students make their dreams into reality. The Centre is committed to assisting students in every stage of the lifecycle of an enterprise – right from inspiration, ideation and initiation, to incubation, investments and internationalization for both mainstream innovations as well as ventures around social innovation and sustainability.

Role and Responsibilities:

The InfoEdge Centre for Entrepreneurship seeks an Assistant/Deputy Manager to strengthen its team with a strong brand recognition and digital presence, and to ensure the widest dissemination of its research, as well as convening and leading academic and curricular activities. The candidate should have the flexibility and bandwidth to work on multiple projects at once, a demonstrated understanding of best media practices, excellent communication skills and professional expertise in handling multiple stakeholders in a higher education setup.

The Assistant/Deputy Manager will report directly to the Director of the Centre and work closely with the Centre's team, and key external stakeholders to strengthen the Centre's initiatives, plan and support events, and execute the marketing and communications strategy regularly.

The responsibilities will include, but are not limited to:

1. Co-plan and execute Centre's digital activity including social media, website updates, and creation of annual as well as quarterly reports about the Centre's academic, curricular and other activities.
2. Assist faculty members of CFE every academic semester with courses on logistical and class management requirements.
3. Design reports and media content for events, guest sessions, and plan a content strategy with the team for the same.
4. Lead collaborations with startups, corporate, and other universities to bring innovative pedagogy and new programs to the Centre.
5. Build a repository of the Centre's content/resources, and plan a knowledge management strategy for easily accessible data and information at all times.
6. Build visibility for the Centre through publications, programs, and collaborations on the website and through traditional as well as social media regularly.
7. Lead end-to-end events organized by the Centre every semester and execute them in an efficient and timely manner.

Regular travel to partner locations and workshops will be required.

Eligibility:

Minimum 3-5 years of working in an education setup in either an operations or communications role

- Entrepreneurial mindset is a must
- Keen to understand India's rapidly growing startup ecosystem and the role entrepreneurial education plays in it
- Public speaking and PPT skills are necessary
- Excellent design, communication and writing skills
- Ability to work remotely as well as in-person and efficiently manage multiple projects simultaneously
- Technical competencies: Microsoft Office, Google Suite products and graphic design software like Canva or Photoshop is a must
- Social media management/promotion: Facebook, Twitter, Instagram, LinkedIn, YouTube
- Fluency in English (speaking and writing)
- Experience in planning and managing corporate events, educational workshops and/or academic seminars

Application Submission Process

Please submit an updated CV at entrepreneurship@ashoka.edu.in, with the subject line – Application for Assistant/Deputy Manager - <Applicant Name>

Kindly ensure that the application email includes a cover letter, link to your LinkedIn profile (if available), 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.