

Job Title: Data Analyst & MIS Manager - UG and MA Outreach

Reports to: Sr. Director - UG Outreach

Location: Ashoka University Admissions Office, Vasant Kunj, New Delhi

Experience (in years): 4-5 years of relevant work experience

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 the 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:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

Role and Responsibilities:

- Develop & maintain large databases and analytical models to estimate annual, monthly, weekly, and daily performance and other key metrics and monthly tracking of KRA's vs actual performance
- Manage data analytics, performance dashboards & Monitor key KRA metrics for the Undergraduate and Masters team on an annual, monthly, weekly & daily basis
- Regular analysis and experimentation to find areas of improvement in current workflows, maintaining a highly data-backed approach
- Adept at social media (organic/paid) analytics to drive business outcomes and assist the team with marketing strategies
- Will be responsible for database management and maintenance of large data sets
- Will work closely with the team and provide reports on an ad-hoc basis as required
- Prediction models creation for driving business impact
- Using MS Excel, SQL, and, other statistical tools for data analysis

- Data visualization and reporting for easy consumption of all stakeholders
- Drive report automation
- Will be responsible for the implementation of Data analysis tools for both the programmes

Eligibility:

- Bachelor's degree in Computer Science, Applied Mathematics, Statistics, or equivalent practical experience
- Minimum 4-5 years of experience in data and analytics
- Solid understanding of Google Analytics both on front and backend
- Strong knowledge of SQL, MS Office suite and should be proficient with advanced excel
- Should have hands-on experience with visualization or reporting tools: SSRS, Tableau, Domo, Power BI, etc.
- Capable of working in groups as well as independently with excellent communication skills
- Should be comfortable working across cross-functional teams/functions
- Strong quantitative and qualitative analytical skills
- Knowledge of ML/AI will be preferred
- Self-starter with a strong onus on project ownership
- Excellent attention to detail

Application Submission Process

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