

Job Title: Director/ Sr. Director - Student Affairs

Reports to: Dean - Student Affairs

Location: Ashoka University Campus, Sonipat

Experience (in years): 10-15 years of teaching and academic administration-related experience in the field of higher education.

Nature and days of work: This is a full-time role, Monday – Friday, on-site and on campus

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 a 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**

About the Office of Student Affairs (OSA): Student Affairs at Ashoka University drives student experience outside the classroom and aims to offer a well-rounded university life for all students. Led by the Dean, the Office cultivates and promotes student learning & development, with a strong commitment toward diversity, inclusion & mutual respect; physical & mental wellbeing; cultural enrichment & creating opportunities for empowerment. OSA comprises three verticals, namely the Student Life Office, the Residence Life Office, and the Sports & Exercise Office. Each of these branches occupies and crafts intellectually stimulating spaces in its own right.

Position Overview: Ashoka University is seeking a senior leader for a full-time on-campus position as a Director /Senior Director for the Office of Student Affairs. This individual will be primarily responsible for providing direction to the institution's vision for enhancing the overall quality of residential life by integrating their campus life experiences with Ashoka's educational mission. The

ideal candidate will exhibit the highest standards of integrity and discretion while also exhibiting resourcefulness and flexibility as an academic administrator.

Responsibilities:

- In partnership with the Office of Admissions, Office of Financial Aid, Office of Academic Affairs, and Committee for Inclusion and Diversity, develop and implement a comprehensive plan for supporting students from diverse backgrounds including those enrolled in the Academic Bridge Programme (ABP) and provide an inclusive environment within the University from orientation up until graduation
- Collaborate with student support services (such as Office of Learning Support, Centre for Well-Being, Centre for Writing & Communication) and with campus operations team for ensuring student success through direct engagement with the students that require special assistance and timely escalation of any feedback to relevant personnel
- As the custodian of the Resident Assistant (RA) Programme, guide the RA Programme Coordinators (RAC) in facilitating the community development efforts of RAs towards building an inclusive campus community, promoting a transformative residential experience and nurturing an environment poised for academic success through exemplary and innovative practices
- Oversee discipline-related processes and develop strategies for addressing campus emergencies that are compliant with other university protocols as well as state and national laws in effect
- Facilitate staff discussions, promote student-driven initiatives and scale up existing institutional activities that can enhance residential life on campus while also responding to unmet student needs
- Oversee the periodic review of the residential policies and provide necessary inputs towards formulating campus regulations, working closely with the Residence Life staff and RACs
- Ensure weekly staff meetings of the entire campus live-in personnel to communicate upcoming events, discuss student concerns, and facilitate inter-personnel engagement
- Represent the residential arm of OSA while interacting with internal (such as Operations, Finance etc.) and external stakeholders (such as Parents, Law Enforcement etc.) for coordination among all involved

Note: This is not an exhaustive list and may be supplemented/modified as per the discretion of the University.

Required Competencies:

- Demonstrated sensitivity, imagination, and effectiveness in responding to challenging student issues
- Ability to work in a residential campus with several academic programs and age groups of students

- Commitment to diversity and inclusion with a high degree of accessibility to campus residents
- Exemplary leadership and management experience including mentorship and change management skills
- Effectively lead a team of professionals independently and take tough decisions when necessary
- Team player with organizational skills to work, liaison, and collaborate with diverse stakeholders
- Efficient communication and administrative skills (such as budgeting etc.) with attention to detail
- Willingness to provide on-call coverage at short notice for crisis management on campus

Application Submission Process:

If you are interested, please email your application to connect.hr@ashoka.edu.in with the subject line: “Job Name+Department Name_Candidate Name”. Kindly include the following documents in your application:

- A resume (with your name as the file name) along with
- A one-page cover letter highlighting your experience relevant to the job requirements
- Details such as last compensation received expected salary, and notice period.

Please note that 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.