

**Job Title: Assistant Manager****Reports to:** Director**Experience (in years):** 2-4 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](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**

**About Department/Centre:**

AshokaX is a unique and pioneering initiative by Ashoka University, India's premier Liberal Arts university, to bring its world-renowned faculty and learning experience to a broader audience in India and around the world. Built on a robust intellectual foundation, AshokaX intends to further Ashoka University's mission to be inclusive, innovative, and diverse in its offerings. AshokaX will offer a wide range of online programmes, both live and asynchronous to a broad diversity of learners from high-school and college students to working professionals and lifelong learners.

AshokaX is backed by Ashoka University's unmatched academic and intellectual resources and its strong brand in the Indian higher-education space.

**Role and Responsibilities:**

The AshokaX programme team is looking for an energetic and enterprising young professional to join the team as an Assistant Manager – Enrollment. This is an exciting opportunity to work closely with the senior leadership of AshokaX to build a unique and ambitious online learning platform in India. AshokaX is backed by Ashoka University, India's premier Liberal Arts University. The Assistant Manager will work with the Director, AshokaX under his supervision.

The Assistant Manager - Enrollment will work across aspects of admissions and enrollment for AshokaX' online offerings for high-school, college and working professional audiences.

- They will help counsel and select the right audiences for AshokaX programme offerings.
- They will be responsible for lead management, conversion optimization performance and class composition for specific courses and offerings.
- They will assume end-to-end process responsibility for admissions and enrollment into specific AshokaX courses and programmes, from phone counseling to application and payment processing.
- As part of a small team, they will play a key role in driving customer relationship management for AshokaX as a platform, using best-in-class technologies and practices.
- They will be responsible for onboarding, experience and engagement throughout the lifecycle of an AshokaX learner.

**Eligibility:**

The ideal profile for the AshokaX Assistant Manager Outreach position is an efficient and organized administrator well versed with best-in-class lead management practices, higher education audiences and conversion optimization techniques.

- The candidate must be a strong communicator with a keen interest and passion for higher-education expansion, the new learning economy and online as a medium.
- The candidate must have exceptional organizational abilities with a firm grasp of project management tools and techniques.
- The candidate should have a strong grasp and demonstrated experience of lead management, customer relationship management and conversion optimization.
- The candidate must have at least 2 years of work-experience with specific exposure to higher-education admissions and enrollment.
- The candidate must have experience of relevant lead-management and CRM softwares, workflow tools and/or higher-education related softwares.

**Education Qualification:** Post graduate

**Application Submission Process**

Please submit an updated CV at [connect.hr@ashoka.edu.in](mailto:connect.hr@ashoka.edu.in) and [ashokax@ashoka.edu.in](mailto:ashokax@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.

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**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.