

**Job Title: Deputy Manager /Manager, Graduate Studies Desk at GESP**

**Location: Sonapat**

**Experience (in years): 5-6**

**Nature of work: Academic Administration**

### **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 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.

For further information, visit [www.ashoka.edu.in](http://www.ashoka.edu.in)

At Ashoka, 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

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.

### **About Global Education & Strategic Partnerships**

The Office of Global Education and Strategic Partnerships (GESP) spearheads all international partnerships for the university working with prospective partners to negotiate, develop, build and manage partnerships. The Office provides Ashoka students with a range of resources and services as they explore international study abroad, whether it is for the summer or a semester. GESP oversees courses and short-term study options for international students from partner's schools and beyond.

### **Role Summary:**

A full-time position for an energetic, motivated individual with high energy to work in an exciting position to build graduate studies of Ashoka students.

### **Role and Responsibilities:**

- Work and manage opportunities for Graduate Studies for Ashoka students including:
  - Higher Studies Abroad
  - Higher Students in India
- Be well versed with the Study Abroad Policy for all students to know what Ashoka students may have completed during their degree
- Work with students interested in applying for higher studies in India and abroad and assist them with following information:
  - Creation, maintenance, update and closing of all surveys sent out to students on their interest in higher studies
  - Host individual sessions to listen to the needs, interests and aspirations of students.

- Develop plans and information to be shared with students about their specific areas of interest.
- Hold office hours to discuss options, the application process, concerns, and any other general questions that may arise when choosing a programme, as needed.
- Research scholarship opportunities for Ashoka students for various programmes abroad
- Maintain and update the list of Scholarships and application dates
  1. Work with the team to plan and host Graduate Information sessions
  2. Host specific sessions on different aspects of the Graduate application process
  3. Design and manage the Graduate Studies survey
  4. Follow up on the data – and work with students to complete the process
  5. Review, manage and analyze the data
  6. Develop reporting and presentation on the graduate admissions track for Ashoka students
  7. Use and Maintenance of graduate studies email ID.
  8. Work with team members on other programmes as and when needed
  9. Work on Board level communications on graduate admissions
  10. Write Annual reports for the work done through the year

#### Skill Sets

- BSc/Msc/BBA/MBA/BCom, BA / MA in Liberal Arts or related field.
- Have experience of doing a graduate level programme outside India
- Previous experience in student global mobility
- Experience in an academic setting a plus
- Good communication skills & team player with ability to work with people
- Proficiency with Microsoft Office Suite
- Knowledge of LMS and other software platforms for education sector
- Competent using online resources for administration
- Excellent writing, research and proofing skills

#### Application Submission Process

Please submit an updated CV at **Connect HR** <[connect.hr@ashoka.edu.in](mailto: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.

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