

Job Title: Manager, Office of International Programme

Location: Sonapat

Experience (in years): 5-6 years

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

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 Study abroad opportunities for Ashoka students.

Role and Responsibilities:

1. Work and Manage Study Abroad opportunities for Ashoka students including:
 - a. Summer Study Abroad
 - b. Semester Study Abroad
2. Be well versed with the Study Abroad Policy for all students and know what the policy allows for Ashoka students
3. Work with students interested in studying abroad and assist them with following information:
 - a. Creation, maintenance, update and closing of all surveys sent out to students for their international programming interests
 - b. Host individual sessions dedicated to informing students about the specific requirements of each partner institution.
 - c. Provide application assistance to students as needed
 - d. Work on financial aid information relevant to study abroad
 - e. Assist with additional documents needed for the completions of the Student visa process for the country of study

- f. Maintenance distribution, and collection of all academic transfer credit for students.
4. International Partnerships
 - a. Know all international partners of Ashoka
 - b. Communicate with partner institutions as needed for study abroad on a case by case basis
 - c. Assist any representatives from partner institutions coming to Ashoka
 - d. Schedule visits for potential partners / international guests
 - e. Arrange campus tours and hospitality
 5. Organize and plan the Annual Study Abroad Fair
 6. Use and Maintenance of study abroad email ID.
 7. Work with team members on other programmes as and when needed
 8. Work on all Board level communications for the programmes
 9. Write Annual reports for the work done through the year
 10. Collate and keep good record of all student data on study abroad.

Skill Sets

- BSc/Msc/BBA/MBA/BCom, BA / MA in Liberal Arts or related fields.
- 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>, 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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