

Job Title: Assistant Manager, Office of Admissions

Reports to: Assistant Director, Office of Admissions

Location: Ashoka University Admissions Office, No.2, Green Avenue, Street, Pocket D-3, Vasant Kunj, New Delhi - 110070

Experience (in years): 0-2 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 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**

Role and Responsibilities:

The Assistant Manager will work closely with the Admissions Team to assist in various aspects of the process for its undergraduate and postgraduate admissions, including:

- Contributing to planning and execution of the admissions process both online and offline
- Handling communication and inbound queries from candidates and parents regarding the Admissions process over the phone or by email
- Recording of data and tracking communication between students and parents
- Assisting in the execution of the admissions assessments and processes for candidates during assessment and interview days
- Participating and engaging in events hosted for candidates and/or their parents/guardians
- Coordinating logistics as required

Competencies

- Fluency in the English language
- Strong written and verbal communication skills
- Moderate proficiency with technology in general with basic working knowledge of Excel
- Has an eye for detail while working with text and numbers
- Proactive in taking initiatives and problem solving and can work independently
- Able to work under pressure and within given deadlines
- Values teamwork and collaboration
- Possesses strong interpersonal skills, empathy, and patience
- Has an orientation to learn and is committed to excellence

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.