

Job Title: Deputy Manager/Assistant Manager: Career Development Office (CDO)

Location: Ashoka Campus

Experience (in years): 2-6+ 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 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.

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:

- **Data Management and Analytics**
 - Maintain and manage data related to the Career Development Office
 - Custodian of data and processes viz. identification of data, data accumulation, data processing, data cleaning, data representation and others
 - Manage various databases and keep updating data points by liaising with other departments
 - Optimization of CRM data on Superset and other platforms
 - Aligning outreach data with student and placement data – consolidated reporting
 - Create and update presentations for management and other stakeholders
- **Corporate Outreach**
 - Support existing teams in Outreach for the Career Development Office based on business objectives and the strategy of onboarding Marquee companies
 - Requirement based outreach for placement and internship of different cohorts at the University
 - Relationship building with organizations from a variety of sectors and industries and on-ground execution of placement processes
- **Student Engagement**
 - Engage with students of different cohorts through one-one-one career counselling, townhalls and other activities. Counsel students (one-on-one and in groups) on various placement-related issues such as resume building, group discussions etc. and managing workshop calendar for the CDO's student sessions
 - Channelizing the Career Prep programme for enhancing employability of students
 - Coordination with various student committees
 - Manage operations at campus for placements and internship of students

Eligibility:

- 2 - 6+ years of work experience in a relevant domain. Experience in a placement - internships, career development
- Sales/Key Account Management experience will be helpful. Liberal Arts qualification will be an advantage

Skill Sets:

- Advanced level of MS Office esp. MS Excel
- Highly entrepreneurial and a self-starter
- Excellent oral and written communication skills
- Ability to manage multiple partner relationships
- Experience working with and mentoring young people, facilitating workshops and learning journeys would be preferred
- Strong organizational skills, attention to detail, and the ability to manage a variety of tasks simultaneously
- Deep understanding of working in the sector and the challenges it presents in placing students
- Social Media experience

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.