

Job Title: Title: Assistant Manager/ Deputy Manager/Manager, High School Programs (Multiple positions)

Location: NCR

Experience (in years): 03-08 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**

About High School Programs

Ashoka aims to leverage its brand, unique pedagogy, and best practices to build impactful programs for High School Students -both offline and online certificate programs. These include The Young Scholars Program (YSP), Ashoka Horizons as well as other new programs we launch & develop for this segment.

Ashoka Young Scholars Program (YSP), now in its 6th year is already the most prestigious summer program for high school students in the country, attracting talented and motivated students to an enriching & immersive college experience, across its 2 programs in liberal arts & sciences.

Ashoka Horizons, offers short term, college level, academically rigorous and innovative online courses to high students, in India & abroad. Providing students a deeper exploration of subjects of interests and 21st century skills, ultimately enabling more informed subject choices. Horizons was launched in 2020 and has been growing exponentially since.

Role and Responsibilities:

The opportunity to exponentially grow Ashoka's High School Programs and expand the impact of Ashoka's education beyond the college campus is immense.

- Program management
- Marketing & communications (including digital, events, social & direct marketing)
- Business Development & Partnerships
- Student/ Parent Engagement

- Applicant screening & Admissions.

Eligibility:

- Past experience (03-08 years exp, full time or project based) in similar roles with one of the leading Indian or Universities or with online/ on premise courses targeted at high school students.
- Minimum 1-5 years of experience with premier organizations
- Preference would be given to past associates/ students of Ashoka YSP or Horizons programs

Skill Sets:

- Purpose- driven and mission-led individuals deeply invested in the role of education for mass societal impact
- Ability to work in a fast paced, high growth and continuously evolving environment
- Result driven professionals, who can think creatively on the go and problem solve to deliver desired outcomes on time and of the highest standards
- People who work well in teams and can collaborate across teams, functions and levels in the organization.
- Operationally strong , process driven & detail oriented
- Strong oral & written communication skills

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.