Office of Admissions
[Undergraduate and Postgraduate Programmes]
Job Title: Deputy Manager

Location: Ashoka University Admissions Office, No.2, Green Avenue, Street, Pocket D-3, Vasant Kunj, New Delhi - 110070
Work Days: Monday to Friday
Nature of work: Full-time
Education Qualification: Undergraduate/Postgraduate
Prior Experience (in years): 2-4 years
Expected Joining: December, 2022 / January, 2023

About Ashoka University

Ashoka University is India's leading Liberal Arts and Sciences University providing a distinctive interdisciplinary liberal education at par with the best universities in the world. Located in Sonepat, Haryana, Ashoka is India's first and only not-for-profit University built on the principles of collective public philanthropy.

Ashoka's 2,000-plus students, drawn from 30 states and over 243 cities in India and 27 countries, receive a high quality interdisciplinary education, led by internationally renowned faculty. The university offers multi-disciplinary programmes that expose students to diverse perspectives, and learning beyond the classroom. Ashoka students learn to be critical thinkers, effective communicators, and ethical leaders, and have been placed in many of India's leading organizations in the consulting, banking, corporate, CSR, education, think tank and not-or-profit sectors. Ashoka has also developed eleven Centres of Excellence to encourage academic and research collaborations to create societal impact. For further information, visit www.ashoka.edu.in.

Ashoka aims to co-create a nurturing space for our students, faculty, staff, donors, and larger community positively through these universal values:

1. Being mission driven and authentic
2. Thinking strategically and creatively
3. Collaborating with trust and respect
4. Being accountable and driving for results
5. Focused on service excellence

Details of the Deputy Manager Position

Role and Responsibilities

- Support the Office of Admissions in the end to end admissions process for Ashoka University's undergraduate and postgraduate programmes by coordinating the review of applications, shortlisting candidates for the next round, offer assistance in coordination of tests/assessments and participating in the interview round with prospective students. The role requires the candidate to have an interest in a liberal education and learning, general affairs, and in-depth interaction with students
- Supporting the due diligence and decision making process for selection of students by:
  - Ensuring accurate recording of all data in close coordination with the software development team, and tracking communication from students and parents
  - Efficient processing, analyzing of large volumes of data, information
- Interacting with parents/guardians/students to guide them through the application process and help understand their academic and non-academic options within Ashoka University in a thorough manner
- The role might require some travel for the purpose of meeting candidates or to participate in organizing and conducting events

Competencies

- Has sufficient proficiency and comfort with data archiving and spreadsheet based analysis with an eye for detail
- Has worked closely with people within a team(s) for at least one year or more and values collaboration and teamwork
- Strong verbal and written communication skills
- Able to work under pressure
- Possesses good interpersonal skills and is empathetic and patient
- Be proactive, take initiatives, have a problem-solving approach, an orientation to learn, and an attitude to excel
- All tasks are deadline driven, hence timely and accurate delivery of work is crucial
- Have and exhibit a high level of commitment to the role and the team

Preferred Experience:

- Know-how of implementing automation of Spreadsheet operations using Google Apps Scripts
- Hands-on understanding of the life cycle of a digital product

Application Submission Process

Please send the following to connect.hrd@ashoka.edu.in, with the subject line – <Job Title_Applicant Name>:

- Your updated CV (maximum of 2 pages)
- Cover Letter (Expressing your interest in the role and reasons for applying. Also, mention last compensation received, expected salary, and notice period, if any.)

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.*