



Job Title: Assistant Director, Residence Life Office

Reports to: Associate Director, Residence Life Office

Location: Ashoka University Campus, Rajiv Gandhi Education City, Rai (District – Sonepat)

Experience (in years): Postgraduate with 08 - 10 years of experience; psychology background preferred

Nature and days of work: This is a full-time role with a mandate for campus residency

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 the 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**

About the Residence Life Office (RLO): Student Affairs at Ashoka University drives the student experience outside the classroom and comprises four verticals, namely the Student Life Office, the Residence Life Office, the Sports & Exercise Office, and the Student Success Office. The Residence Life Office is dedicated to creating a safe, comfortable and vibrant residential experience for our students. The RLO is responsible for maintaining discipline alongside providing pastoral care and support within the Residence Halls as well as off-campus housing facilities.

Position Overview: Ashoka University is seeking a senior professional for a full-time on-campus position as an Assistant Director for the Residence Life Office. This individual will support the institution's vision for enhancing the overall quality of residential life by integrating their campus life experiences with Ashoka's educational mission. The ideal candidate will exhibit the highest standards of integrity and discretion while also exhibiting resourcefulness and flexibility as an academic administrator.

Responsibilities:

- Supporting the vision and strategic direction of the University by providing outstanding welfare care that reduces barriers to learning and nurtures happy, confident and resilient students;
- Being available to provide practical and informed advice to students regarding welfare matters, and act as a primary point of contact for pastoral care particularly outside of office hours;
- Responding promptly to requests from the Wardens, Senior Wardens, Associate Director, and/or other members of senior leadership to assist with welfare incidents

University Campus – Plot No. 2, Rajiv Gandhi Education City, P.O. Rai (Sonepat) Haryana, 131029

Admissions Office – No. 2, Green Avenue Street, Pocket D-3, Vasant Kunj, New Delhi – 110070

Contact – 0130-2300000 & 011-69405807 | **Website** – www.ashoka.edu.in

- Develop strategies for and assist with serious campus incidents/emergencies in compliance with University protocols as well as applicable state and national laws
- Apprise the Dean of Student Affairs of any serious incidents following established communication procedures including the handover of all relevant information, attending debriefing sessions etc.
- Liaise with critical Offices and Centres including but not limited to the Infirmary, Centre for Well-Being, Office of Learning Support, Office of Registrar etc. for timely redressal of student concerns
- Represent the residential arm of Student Affairs while interacting with external stakeholders (such as Parents, Hospital Personnel, Law Enforcement etc.) for coordination among all involved
- Ensure weekly staff meetings of the entire campus live-in personnel to communicate upcoming events, discuss student concerns, and facilitate inter-personnel engagement
- Participate in the periodic review of the residential policies and provide necessary inputs towards formulating campus regulations, working closely with the Resident Assistant (RA) Programme
- Support the programming and policy-making efforts of Student Affairs across all arms of the Office to create an inclusive campus environment for all students from Orientation up until Convocation

Note: This is not an exhaustive list and may be supplemented/modified at the discretion of the University.

Required Competencies:

- Demonstrated sensitivity, intellect and proactiveness in responding to challenging student issues
- Ability to work in a residential campus with several academic programmes and age groups of students
- Commitment to diversity and inclusion with a high degree of accessibility to campus residents
- Exemplary leadership and management experience including interpersonal and listening skills
- Effectively collaborate with a diverse team of professionals and take tough decisions when necessary
- Efficient communication and administrative skills (such as report writing etc.) with attention to detail
- Understanding of data protection regulations and a sound appreciation for confidentiality
- Willingness to provide on-call coverage at short notice for crisis management on campus

Application Submission Process: Please submit an updated Curriculum Vitae (CV) at Connect HR <connect.hr@ashoka.edu.in> with the subject line: “AD_RLO_Candidate Name”.

Kindly ensure that your application includes the last compensation received, expected salary, and notice period. Only shortlisted candidates will be contacted.

Ashoka University 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 organisation's salary structure.

We are committed to providing accommodations for people with disabilities including in all parts of the hiring process. If you require accommodation, please make your needs known in advance so that we can work with you to meet them.