

Job Title: Assistant Manager, Office of Financial Aid

Reports to: Senior Manager, Office of Financial Aid

Location: Ashoka University Office of Admissions, No. 2, Green Street Avenue, Pocket D-3,

Vasant Kunj, New Delhi – 110070

Experience (in years): 1 - 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 Indian 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**

About Office of Financial Aid:

Ashoka University is committed to making its world-class education accessible & affordable for students from all walks of life. This is made possible through our need-based Financial Aid philosophy. While the admissions are made based on scholastic and extra-curricular merit, the financial aid is assessed entirely on the basis of the financial standing of the student's family. Our endeavor is to provide necessary financial support which can help admitted candidates bridge the gap between the cost of the program and their ability to pay.

Role and Responsibilities:

- Assisting the team with the assessment of financial information for the purpose of awarding financial aid to the applicants.
- Updating and management of data and sharing the same with other departments of the University, whenever asked for.
- Liaising with the Office of Admissions, Student Affairs, Finance, and other departments of the University on information sharing as well as getting insights on their policies.
- Helping the team with the conduction of webinars as well as other outreach initiatives and being a representative of the office of financial aid in such initiatives.
- Being proactive in resolving issues and answering queries of applicants, prospective applicants, parents and other stakeholders.
- Using the latest techniques and tools to ensure that data can be stored and utilized with utmost efficiency.
- Helping the team with perspectives, insights, and learnings from its annual financial aid exercise in its pursuit to make the financial aid process more efficient and seamless.

Eligibility:

- Graduate in Commerce/Mathematics/Statistics is essential
- 1-2 years of work experience in a relevant field is desired
- Knowledge of data analytics and Google Suite will be a valuable asset

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.