

Job Title: Assistant Manager, Student Life Office

Reports to: Dean of Student Affairs

Experience (in years): Graduate with 0-2 years experience; postgraduates preferred

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

Nature and days of work: This is a full-time role, Monday – Friday, on-site and on campus

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 Student Life Office (SLO): Student Affairs at Ashoka University drives 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 Student Life Office drives the extra-curricular engagements, student leadership and development programming of the University. By guiding and encouraging student-led clubs, initiatives and events, this Office champions participation and involvement of students in all facets of campus life. The Student Life Office also creates opportunities for students for culturally stimulating experiences through events, off campus tours and activities.

Position Overview: The Assistant Manager is a vital member of the Student Life Office at Ashoka University. This individual's responsibilities are primarily administrative and require immense resourcefulness, flexibility and integrity as they will be working closely with a diverse range of people within and outside of the organization. The role offers an exciting opportunity for someone with an appreciation for the extra-curriculars to grow as a higher education administrator.

Responsibilities:

- Coordinate the **day-to-day affairs of the Student Life Office** such as (but not limited to)
 - Meet clubs and societies regularly to review events, budget, spaces and their overall functioning
 - Mentor the clubs, societies, student groups and individuals via brainstorming sessions, recurring meetings and supporting in organising events.
 - Document and archive all student meetings, student led events and their participation in intra and inter university events

- End-to-end planning, scheduling and executing **Student Life Office** ¹**events** such as artist sessions, excursions, cultural events and exhibitions
- Achieve yearly targets for **external participation of students** in off-campus extra-curricular events and guide them on various logistics involved including but not limited to finances, accommodation etc.
- Curate an **exhaustive list of resources** for cultural experiences and for opportunities for students to participate in including but not limited to the Delhi-NCR region
- Manage the **upkeep of the creative spaces** on campus by monitoring their use and ensuring regulatory protocols in place are complied with in coordination with the relevant departments.
- Prepare **thorough briefings and relevant documents** to help the the Dean of Student Affairs (as well as other members of the Office if deemed necessary) prepare for upcoming meetings
- Support the programming and policy-making efforts of Student Affairs across all arms of the Office to create a positive campus environment for all students

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

Required Competencies:

- Organizing skills to coordinate large scale events, workshops, off-campus participation etc.
- Administrative skills such as project management, archiving, budgeting and policy-making
- Ability to mentor young adults from diverse backgrounds in leadership and management
- Demonstrated experience in identifying resources for extracurricular engagements
- Sound knowledge and experience of software tools to design multimedia content
- Excellent communication skills, both verbal and written, with attention to detail
- Professional, organized, and courteous conduct, both internally and externally
- Effectively work, liaison and collaborate with a diverse team of professionals
- Ability to juggle multiple priorities and meet deadlines with varying degrees of pressure
- Willingness to provide on-call coverage at short notice for crisis management

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

¹Some events take place outside of the office hours such as in late evenings or during the weekends. Flexibility to work on weekends instead of work days is expected.