

Job Title: Programme Manager/ Deputy Manager, High School Programmes

Location: Campus

Experience (in years): 5-8 years of functional experience in higher education with a reputed organization

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 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 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, The Genius Programme and others.
- **Ashoka Young Scholars Program (YSP)**, now in its 8th 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 3 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 with a deeper exploration of subjects of interest and 21st century skills, enabling more informed subject choices. Horizons was launched in 2020 and have been growing exponentially since.
- **The Genius Programme**, a first of its kind, high impact programme for a selected cohort of India's most gifted middle & high school students.. The long term (year-round) scholarship programme aims to identify, coach, mentor and support the advancement of gifted students from an *early age to a global stage*, building India's next generation of Impact leaders in their respective fields.

Role and Responsibilities:

This person has overall responsibility for programme development, delivery, outreach & admissions for High School Programs with an initial focus on The Genius Programme.

The role comes with the following responsibilities:

- Working closely with faculty, administration, admissions and outreach to develop a high impact programme with positive students & parent feedback
- Developing an all India school outreach program targeted at students in grades 9-12, their teachers, principals & counselors
- Developing a strong partner network including counselors and institutions involved in the identification and development of gifted students (Olympiad/NTSE etc.)
- Developing presentations, school kits, webinars and digital content as part of the school outreach along with the marketing & communication teams
- Application review, evaluation & admission support in coordination with the UG admissions & IT teams.
- Induction, training & management of full time/ part time programme counselors, outreach & admissions teams
- Managing school/student/ parent queries with respect to the programme & admissions- online & offline.
- Planning, conceptualizing and implementing new strategies and tactics to build a deeper & more effective outreach & strong partner network.
- Owning the application & enrolment targets and real time reporting on pipeline numbers.

Eligibility:

- Experience (05-08+ years exp, full time or project based) in similar roles with one of the leading Indian or global Universities, select schools or with online/ on premise courses targeted at high school students.
- Minimum 05 years of experience with premier organizations
- Preference would be given to graduates of Ashoka/ YIF

Skill Sets:

- Strong communication & interpersonal skills – verbal & written. Good public speaker.
- Result, detail and quality driven individual
- Strong organizational skills and process orientation
- Comfortable with technology and MS excel & power point.
- Excellent Excel Skills & Data Analysis Skills
- Interpersonal skills, ability to collaborate and work effectively across different internal & external stakeholders.

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.