

Job Title: Program Associate – Alumni Relations Office**Reports to: Manager, Alumni Relations Office****Location:** Vasant Kunj, New Delhi (on-site)**Prior Experience (in years):** Minimum 2 - 3 years**Nature of work:** Full Time**Salary Range:** INR 7.0 – 9.0 LPA**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. 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.

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.**

Overview

Working with the Alumni Relations Office allows you to be a key contributor in laying the foundation for our alumni engagement programs. The Office endeavors to work in a manner that allows team members to take ownership of workstreams that cater to their interests and capabilities, while also collaborating with others toward the shared goals.

Role and Responsibilities:

The following are the typical responsibilities that would be expected of a team member in this role. However, based on the qualifications, interests and fit of the selected candidate, the Office may modify core responsibilities. Other members of the Office will support the selected candidate across areas of work.

- **Mentorship Program:** Leading the student volunteer committee to run the student-alum mentorship program for better professional guidance
- **Reunions and Chapter Events:** Operations for alumni events on campus, in Delhi/VK, other national chapters (may require travel)
- **Annual Alumni Report:** Putting together a defining alumni document with engagement and financial aid metrics, inclusion and diversity, and alumni stories that can be shared across the board
- **Budget Management:** Allocating and tracking monthly and quarterly spending on alumni related activities
- **Collaborating with Alumni Leadership to build engagement via chapters:** Creating strategies for all alumni chapters (national and international) to engage alumni locally
- **Partnerships and External Engagement:** Create avenues for partnering with organizations that can feature Ashoka stakeholders
- **Alumni Transition:** Collaborate with ARO comms to capture information about outgoing students, create an experience to welcome them into the community, and manage logistics of email transfer
- **Other Responsibilities:** May emerge from time to time as a consequence of the individual's interests or capabilities, or requirements of the Office.

Preferred Mindset:

- Comfort with building relationships across individuals and teams.
- A commitment to higher education from diversity, equity, and inclusion perspective.
- Enjoys the challenge of working in a dynamic and sometimes ambiguous environment.
- Mission-oriented, collaborative, entrepreneurial, and attentive to detail.

Basic Qualifications and Competencies:

1. An undergraduate degree from a recognized institution in any discipline
2. Minimum 2 -3 years of relevant work experience
3. Strong written and verbal communication skills in the English Language
4. Relevant experience in external/client engagement (can be from events, hospitality, relationship management, marketing/sales)

Last Date for Applications: 26th March 2022 (Sunday)

Application Submission Process

- Please submit a resume via email to connect.hr@ashoka.edu.in
- The email subject line should state “Program Associate Alumni Relations Office_ <Your Name>”
- Shortlisted candidates may be assigned pre-work and will be interviewed by the Alumni Relations team and the university leadership. Any other steps will be communicated to shortlisted candidates.
- For queries, please write to connect.hr@ashoka.edu.in or alumnirelationsoffice@ashoka.edu.in

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.