

**Job Title: Deputy Manager, Office of Learning Support**

**Reports to: Director, Office of Learning Support**

**Location: Ashoka Campus**

**Experience (in years): 2-3 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 top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, 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](http://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 Department/Centre:**

Ashoka University has a vision to be an inclusive education institution which welcomes and nurtures students with disabilities as any other student while maintaining its standards of academic and non-academic performance. As a step towards creating such an environment on campus, the Office of Learning Support (OLS) was set up in 2016 at Ashoka University. At that time, this was the first ever dedicated support center in a university in India to cater to the needs of students with specific learning disabilities, such as dyslexia, dysgraphia, dyscalculia, and dyspraxia. To uphold the University's commitment to providing equal and integrated access to all the academic, social, cultural, and recreational programs it offers to all learners, the office has expanded and extended the support to students with visual, hearing, loco-motor disability, and autism spectrum too.

The vision of the Office of Learning Support is to be an enabler of inclusion in the higher education system.

#### **Role and Responsibilities:**

We are looking for somebody with 2-3 years of experience in the field of education supporting students with disabilities. Specific responsibilities of this role include:

- Manage portfolios of students with disabilities and support them through their journey at Ashoka.
- Facilitate the implementation of academic support plan for students with disabilities in collaboration with the teaching teams across all departments.
- Monitor and oversee the delivery of academic support to students, including the assistive technology solutions.
- Actively participate in conversations for making campus activities and residence life accessible for students.

- Co-ordinate and hold meeting(s) with students with disabilities, teaching teams, and fellow staff members.
- Work towards building an inclusive education culture at the university by organizing sensitization and awareness sessions.

**Eligibility:** The candidate should have an experience of working with students with disabilities – learning/sensory/developmental.

**Education Qualification:** An undergraduate or postgraduate degree in Psychology or Special Education from a recognized university.

#### **Competencies**

1. Awareness and understanding of new resources, practices, and challenges associated with the special education field.
2. Strong ability to work closely with college students with disabilities, understand their strengths and needs, and guide them accordingly.
3. Excellent project management skills: organization, planning and attention to details.
4. Work experience in the field of assistive technology is preferred.

#### **Skill Sets**

1. Perseverance, commitment, and strong affinity towards the field of special education.
2. Patience in working with students with disabilities.
3. Proven ability to initiate and successfully carry through any task at hand.
4. Excellent written and verbal communication skills
5. Strong MS Word and PowerPoint skills

#### **Last Date for Application**

#### **Application Submission Process**

Please submit an updated CV at Connect HR <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.

Candidates applying after the due date will not be considered.

---

**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.