

Job Title: Assistant Manager, Office of Student Affairs

Reports to: Senior Manager, Office of Student Affairs

Location: Ashoka Campus, Sonipat

Experience (in years): 3- 5 years

Nature of work: Creating Student Culture

About Ashoka University:

Ashoka University is India's premier interdisciplinary teaching and research university, an institution that has become a beacon of academic excellence in the less than 10 years since its inception. At Ashoka, we encourage you to embrace change, learn and grow continuously, and strive for excellence in what you do.

As part of our thriving and committed workforce, you will:

Be Mission-Driven: Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.

Think Strategically: Collaborate with other innovative colleagues to shape the future of higher education through strategic planning and a forward-thinking approach.

Act Authentically: Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.

Take Accountability: Own your work and drive positive change, as an individual seeking to make a meaningful contribution.

Build Collaboration: Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.

Deliver Excellence: Strive for high quality in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrives. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can enhance your potential and make a meaningful impact.

About Office of Student Affairs: The goal of a Student Life office is to enrich students' University experience and contribute to their personal & academic growth. Engaging actively with students, and acting as a bridge between them and the University Leadership.

Role and Responsibilities:

The goal of a Student Life office is to enrich students' University experience and contribute to their personal & academic growth. Engaging actively with students, and acting as a bridge between them and the University Leadership.

Role and Responsibilities:

1. Student Life and Culture:
 - Organizing and promoting various extracurricular activities and events to foster a sense of community and belonging among the student body.
2. Clubs & Societies- Guidance and Management
 - Mentor the clubs, societies, student groups, and individuals via brainstorming sessions and meetings.
 - Meet clubs and societies regularly to review events, budget, spaces, and their overall functioning.
 - End-to-end planning, scheduling, and executing Student Life Office/Student-led events such as artist sessions, excursions, cultural events, and exhibitions.
 - Engaging with SLAB (Student Life Activity Board) mentors and managing their activities.
 - Creating robust Inter-University support provisions and engagements
3. University Events
 - Supporting Office in planning, designing of process and workflow, and execution of large-scale University events like Orientation Week, Convocation, Student Excellence Awards

4. Documentation & Budget
 - Document and archive all student meetings, student-led events, and their participation in intra and inter-university events.
 - Keeping track of the annual budget, allocating funds, and approving reimbursements to various clubs & societies as per the policy.
 - Active engagement and updates on Social media handles, Departmental newsletter, and creating of dashboards to be shared regularly.

The information shared in this Job Description may be supplemented or modified by the Director, Office of Student Affairs/ DSA as and when necessary.

Qualifications and Skills Required:

A master's degree in Higher education administration, counseling, or related discipline is preferred. Relevant experience in student affairs or related roles will be an added advantage.. Candidate must have the ability to lead and manage a team effectively.

- Strong communication skills for interacting effectively with students and stakeholders
- Strong Student Connect and ability to work well with diverse groups of people
- Ability to think creatively, plan and execute events, and handle multiple tasks efficiently
- Being flexible and adaptable in various situations
- Proficient in using MS Office applications, social media, and other relevant platforms for communication and event promotion

Application Submission Process:

Submit your application to Ashoka University's <Office of Student Life> to ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Prepare an Updated CV: Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

Submit Your Application: Submit your application here <https://forms.gle/Fth7BzNFztmXREbC9>

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable

Only shortlisted candidates will be contacted as part of our rigorous selection process.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by January 10, 2024. Applications received after the deadline will not be considered.