

**Job Title:** Director – Office of Academic Affairs

**Reports to:** Dean - Office of Academic Affairs

**Location:** Ashoka University, Delhi Office (Okhla, Phase III)

**Experience (in years):** At least 15 years

**Nature of work:** Full Time

### 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 thrive. 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 Academic Affairs:

The Office of Academic Affairs serves as the focal point for all academic administrative needs of students and faculty at Ashoka University. From course registrations to academic support, the Office of Academic Affairs is dedicated to ensuring a smooth academic experience for everyone involved, and providing vital guidance for the leaders of tomorrow who are on the path to progress with purpose.

### Role and Responsibilities:

Initiative and responsibility come with the position. In addition, the candidate should be able to create a safe workplace that mentors, nurtures, and inspires junior colleagues. It is imperative for the Director to develop a sophisticated understanding of the details of how operations and processes are implemented since it is at the level of operational implementation that prudent adjustments have lasting positive effects. We therefore expect that the Director will acquire a full mastery of processes, be a team player who leads by example, whose style is consultative and supportive, and who is an advocate of anything and everything that advances the organization of academic life.

### Strategic Responsibilities

- Implements and assesses strategic plan for academic affairs at the University.
- Coordinates with administrators, departmental managers, the faculty, and the academic and student affairs staff to ensure quality, continuity innovation, and integrity in academic issues.
- Ensures academic affairs compliance with University policy and procedures.
- Creates a culture across the department that values a team-based and collaborative approach to supporting students.
- Knowledge of imminent academic trends likely to affect future educational offerings.

## Tactical Responsibilities

- Coordinating with academic departments about course offerings and academic policies.
- Coordinating with other departments to determine and implement the registration process and other follow-up processes.
- Review of student transcripts to ensure flagging and other feedback mechanisms
- Oversight of class scheduling and academic bookings.
- Administering the academic integrity policy
- Establishing and administering academic counselling in collaboration with other departments
- Coordinating with other colleges and universities officials to ensure that student records are kept up to date
- Collaborate with other administrative departments (e.g., IT, Learning Support, Global Education) to optimize academic processes

## Skill Sets

Master's degree required, Doctoral degree strongly preferred. A minimum of 10 years in Education, with considerable academic management experience, preferably in a Private University in India or International University.

- Team management experience.
- Excellent oral and written communication skills.
- Strong interpersonal and organizational skills.
- Work effectively as either a leader or team member to ensure that departmental goals are met by providing support to the team and always keeping students and graduates best interests as a priority.
- Proficient in Computer or Technology Skills
- Proven ability to problem-solve complex issues

## Application Submission Process:

Submit your application to Ashoka University's Office of Admissions 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:** Complete the linked Google Form <https://forms.gle/PsoWAUf6i4JVkomGA> and upload your CV and cover letter in the form, ensuring both the documents read as follows: "Designation – Department Name \_Applicant Name".

**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 30, 2024. Applications received after the deadline will not be considered.