

Job Title: AM- MIS, Office of Student Affairs

Reports to: Deputy Director Residence Life

Location: On Campus

Experience (in years): 3 yrs+

Nature of work: Managing & organizing data, Publishing Daily & weekly updates

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 an 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 the Residence Life Office: The Residence Life Office is one of the branches of the Office Of Student Affairs (OSA) headed by the Dean of Student Affairs. Under the umbrella of OSA, the other two offices are the Student Life Office and the Sports and Exercise Office. Each of these offices occupies and crafts intellectually stimulating spaces in their own right.

Residence Life at Ashoka University is one of its kind in India and is dedicated to revitalizing the campus residential experience and aims to offer a well-rounded university life for all students.

Position Overview:

This position operates within the Student Affairs Department, focusing on leveraging Management Information Systems to streamline and improve various processes related to OSA. You will be responsible for maintaining, analyzing & publishing daily, weekly & monthly reports. Analyze the data and share trends and alerts.

Roles and Responsibilities:

1. Data Management:
 - Oversee accurate and confidential data collection for residence life.
 - Develop and maintain a comprehensive database for housing assignments and occupancy rates.
2. System Integration:
 - Collaborate with university departments for seamless integration of residence life systems.
 - Ensure efficient data flow across different university systems.
3. Reporting and Analysis:
 - Generate insightful reports on occupancy rates, student demographics, and satisfaction surveys.
 - Provide data-driven recommendations to enhance residence life policies.
4. Technology Implementation:
 - Research and implement technology solutions for residence life operations.
 - Provide training and support for staff and residents on MIS tools.
5. Quality Assurance:
 - Conduct regular audits to ensure data integrity and system accuracy.
 - Resolve discrepancies and implement continuous improvement measures.
6. Collaboration:
 - Work closely with the Residence Life , Student Life and Sports team to understand data needs.
 - Collaborate with IT and relevant departments to address system-related issues.
7. Policy Development:
 - Contribute to the development of residence life policies based on data-driven insights.
 - Ensure compliance with university policies and regulations.

Skills and Qualifications:

Education & Experience: Bachelor's degree with practical MIS and digital tools knowledge; Master's degree preferred. Professional experience in a university setting is advantageous.

1. Technical Proficiency:
 - Proficient in MIS software, databases, and data analysis tools.
 - Familiarity with student information systems in higher education.
 - Knowledge of tools such as Excel, PowerPoint, and BI tools.
2. Communication Skills:
 - Excellent written and verbal communication skills.
 - Ability to convey technical information to non-technical stakeholders.
3. Problem-Solving & Project Management:
 - Strong analytical and problem-solving skills.
 - Proven ability to manage projects from inception to completion.

4. Collaboration and Adaptability:

- Ability to work collaboratively with cross-functional teams.
- Willingness to adapt to changing technology and data management trends.

Application Submission Process:

Submit your application to Ashoka University's <Department Name> 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 here: <https://forms.gle/2nU88XWUErW6sfcz7>

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 (Date, Day – if applicable). Applications received after the deadline will not be considered.