

Job Title: Manager / Senior Manager (Office of the Registrar)

Reports to: Registrar

Location: Campus (Sonepat)

Experience (in years): 10-12 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 a Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigor, inter-disciplinary pedagogy, world-class faculty, academic research, innovative models of engagement with the community and teaching methods. 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:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

About Department/ Centre/Function:

The Office of the Registrar maintain academic records, apply regulations and policies.

Role and Responsibilities:

Job responsibilities include, but are not limited to

- Issuance of academic documents (bonafide certificate / transcript (provisional / official) / degree certificate / diploma certificate) to the students.
- FRRO registration including issuance of documents for FRRO services viz. Registration, visa extension, return visa, exit permit etc.
- Verification of student eligibility criteria and document at the time of registration.
- Responsible for maintaining the database and documentation such as data of active students, fees, scholarships, graduation, student achievements etc.
- Maintaining an organized filing system of paper and electronic documents.
- Drafting the minutes of the meetings.
- Provide the details for the internal and external audit for academic and examination documentation.
- Submission of details to the different offices / Government agencies from time to time as per the requirement of ranking (NIRF, QS etc.), accreditation and submissions (AISHE).
- Coordinate with Office of the Finance, Office of the Research and Development, Office of the Development, Office of the Human Resources (HR) for details / data.
- Coordinate with various committees (CADI, ICC, AIV etc.) for details / data.

Qualifications and Skills Required:

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

Application Submission Process:

Please submit your application on this link (<https://forms.gle/BEF1ajQ2vn1vjkCBA>).

Please 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

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by February 28, 2024.

Applications received after the deadline 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 organization's overall salary structure.