

Job Title: Director - Office of Global Education

Reports to: Vice President

Location: Ashoka Campus

Experience (in years): 15 years plus.

Nature of work: Full-time

About Ashoka University:

Ashoka University -India's premier interdisciplinary teaching and research university. An institution that has become a beacon of academic excellence in less than 10 years since its inception. At Ashoka, we encourage you to embrace the new, push the boundaries for continuous learning, and adapt to a world of constant change Because we believe that each Ashokan is capable of becoming a thought leader.

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 visionary minds 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 empowering 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 excellence 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 unleash your potential and make a meaningful impact. Where education empowers, where innovation thrives, and where excellence and humility coexist. We truly believe the world will enrich itself when there is progress with purpose.

About : The Office of Global Education, this office will be responsible for assisting students with the semester abroad, summer abroad etc. The office will also be responsible for the Visiting Scholar Program

Role and Responsibilities:

- **Strategic management of Higher Education partnerships**
 - ❖ Implement and monitor existing mandates with higher education institutions.
 - ❖ Managing international partners' visits, and end-to-end management including planning, conceptualizing, and execution and follow-ups in decision-making for collaboration/ partnership if it aligns with Ashoka's policies.
 - ❖ Propose and help to acquire new mandates based on the overall strategy.
 - ❖ Develop strategic partnerships and build networks and programmes
 - ❖ Facilitate and support academic relations between Ashoka and partner institutions and academia-industry partnerships.
 - ❖ Organise and represent the university at various events, fairs, conferences and workshops contributing to students' recruitment or the development of the university's brand

- **Programme management**
 - ❖ Responsible for the implementation of various academic programmes
 - ❖ Overall responsibility for programme conception including planning, management, and budget management within the annual planning activities.

- **Student mobility**
 - ❖ Outbound: Oversee Ashoka Students going to study abroad (summer or semester) as per Ashoka's Study Abroad policy. This will include end-to-end management including applications, nominations, interviews, and summer financial aid.
 - ❖ Inbound: Overseeing the International Students visiting Ashoka (summer or semester). This will include management including applications, nominations, and interviews.

- **Research Internships**

Inbound: International Students visiting Ashoka (summer or semester). This will include management including applications, nominations, and interviews.

Interaction and discussion with Ashoka faculty members to select candidates for their Lab projects.

- **Other Responsibilities**

- ❖ Work on all Board level communications for the programmes
- ❖ Develop Media, communications & publicity campaigns for the Office

Qualifications: Postgraduate

Skills Required:

- Drive, vision, and an eye for generating new ideas.
- Previous experience in student global mobility
- Experience in an academic setting a plus
- Good communication and interpersonal skills
- Demonstrated ability to work independently
- Demonstrated ability to lead a team
- Demonstrated ability to build networks and partnerships
- Demonstrated ability to manage multiple projects
- Willingness to continuously learn

Application Submission Process:

We invite you to embark on this journey by submitting 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/ae2oZwRAKjs9hMgu9>.

This will help us efficiently process your application.

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.

Pursuit for Excellence: At Ashoka University, we strive for excellence in all aspects of our operations. Therefore, 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 March 31, 2024. Applications received after the deadline will not be considered.

We look forward to receiving your application as we embark together on a remarkable journey of professional growth and development. Join our exceptional community at Ashoka University, where excellence is nurtured, and aspirations are transformed into reality.