

Job Title: Assistant Manager, Office of Financial Aid

Reports to: Assistant Director, Office of Financial Aid

Location: Ashoka University, No. 222, Second Floor (Trimaster Pvt. Ltd Building), Okhla Industrial Estate - Phase III, New Delhi - 110020

Experience (in years): 1 - 2 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 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 Financial Aid:

Ashoka University is committed to making its world-class education accessible & affordable for students from all walks of life. This is made possible through our need-based Financial Aid philosophy. While the admissions are made based on scholastic and extra-curricular merit, the financial aid is assessed entirely on the basis of the financial standing of the student's family. Our endeavour is to provide necessary financial support which can help admitted candidates bridge the gap between the cost of the program and their ability to pay.

Role and Responsibilities:

Assisting the team with the assessment of financial information for the purpose of awarding financial aid to the applicants. The role will carry the following responsibilities

- Updating and management of data and sharing the same with other departments of the University, whenever asked for.
- Liaising with the Office of Admissions, Student Affairs, Finance, and other departments of the University on information sharing as well as getting insights on their policies.
- Helping the team with the conduction of webinars as well as other outreach initiatives and being a representative of the office of financial aid in such initiatives.
- Being proactive in resolving issues and answering queries of applicants, prospective applicants, parents, and other stakeholders.
- Using the latest techniques and tools to ensure that data can be stored and utilized with utmost efficiency.
- Helping the team with perspectives, insights, and learnings from its annual financial aid exercise in its pursuit to make the financial aid process more efficient and seamless.

Qualifications and Skills Required:

- Graduate in Commerce/Mathematics/Statistics is essential
- 1-2 years of work experience in a relevant field is desired
- Knowledge of data analytics and Google Suite will be a valuable asset

Application Submission Process:

Submit your application to Ashoka University's Office of Financial Aid 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: Kindly fill out the given form to apply for the position;
<https://forms.gle/4pwTT8oPeLKCZUWG6>

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 **31st March, 2024**. Applications received after the deadline will not be considered.