

**Job Title:** Director, Office of Post-Graduate Studies

**Reports to:** Priyanka Chandhok, Vice-President, Career Development Office

**Location:** Sonapat, Haryana

**Experience (in years):** 10-12 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 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 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 Office of Post-Graduate Studies:

The Office of Post-Graduate Studies is dedicated to supporting students in their pursuit of higher education opportunities after graduation. In order to achieve this, the office helps students evaluate their goals, explore possibilities post-graduation, and navigate the tangled web of higher education.

Our comprehensive preparatory program includes personalized one-on-one counseling sessions and an array of workshops covering vital areas such as resume building, interview techniques, crafting Statements of Purpose (SoPs), and composing effective cover letters. The office empowers students with the skills and confidence needed to submit compelling applications for Master's programs, ensuring they are well-prepared for the next phase of their academic and professional journeys.

### Role and Responsibilities:

#### Role Summary:

This is a full-time position for a dynamic and motivated individual with high energy. The role involves actively contributing to the development of graduate studies opportunities for Ashoka students.

#### Role and Responsibilities:

##### 1. Manage Opportunities for Post-Graduate Studies:

- Facilitate higher studies abroad and in India for Ashoka students.
- Work on the communications for the programmes: presentations for the senior leadership, annual report, quarterly presentations, and brochure.

##### 2. Planning and Hosting Preparatory Sessions:

- Organize specific sessions on different aspects of the Graduate application process leveraging Ashoka University's network: partner universities, founders, alumni, parents, and student clubs.

- Organize interactive workshops, and focused group sessions and build an online repository
  - Draft the higher education calendar, encompassing higher education week, fair, boot camp, important deadlines, etc.
3. Survey Design and Management:
- Design and manage the Graduate Studies survey.
  - Review, manage, and analyze data to develop reports
4. Individual Student Support:
- Hold office hours/counseling sessions to address questions related to program options, application processes, resumes, recommendation letters, financial planning, etc.
  - Develop personalized plans and information for students based on their specific areas of interest.
  - Assist students with additional documents required for the completion of the student visa process for their chosen study destination.
5. Scholarship Opportunities:
- Research scholarship opportunities for Ashoka students in various international programs.
  - Maintain and update the list of scholarships and application dates.

### Qualifications and Skills Required:

- Bachelor's/Master's degree in Liberal Arts or a related field.
- Experience in pursuing a graduate-level program outside India.
- Previous experience in student global mobility.
- Academic setting experience is a plus.
- Excellent communication, writing, research, and proofing skills.
- Knowledge of Microsoft Office Suite, Learning Management Systems (LMS), and other software platforms in the education sector.

### Application Submission Process:

Submit your application to Ashoka University's Office of Post-Graduate Studies 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:** <https://forms.gle/SVdL7A8B5AT6Pxqh8>

**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 **2<sup>nd</sup> April, Tuesday**. Applications received after the deadline will not be considered.