



Job Title: Manager – Operations and Partnerships, Lodha Genius Programme

Reports to: Program Lead, Lodha Genius Programme

Location: Ashoka University Campus, Sonipat

Experience (in years): 5-8 years of functional experience in higher education with reputed organizations

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 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 Programme

The Lodha Genius Programme is a one-of-its-kind training and mentorship programme providing brilliant high school students across the countries with unparalleled opportunities through intensive on-campus and long-term off-campus engagement. The second year of the Lodha Genius Programme focuses on expanding

its scope by accommodating a larger cohort, introducing innovative projects and seminars, incorporating interdisciplinary workshops, adopting a holistic educational approach, implementing capstone projects, and embracing additional enriching elements. The programme consists of Science Projects, Great Ideas Seminars, Mathematics for all sessions, Capstone projects, Workshops, field trips and co-curricular activities in the on-campus modules and a yearlong online light touch module. The intensive on-campus programme for the next year will start from May 17th, 2024, to June 17th, 2024 at Ashoka University.

Role and Responsibilities

This person has responsibility of building programme partnerships, planning and managing admissions and stakeholders of the Lodha Genius Programme.

The role comes with the following responsibilities:

Process Improvement and Optimisation

- Streamline existing processes to enhance efficiency
- Identify areas for improvement and implement innovative solutions
- Ensure continuous improvement in programme delivery

Standard Operating Procedures (SOPs)

- Develop and document SOPs for upcoming projects and activities.
- Ensure all team members and stakeholders adhere to the established SOPs.
- Regularly review and update SOPs to reflect best practices and programme needs.

Building Partnerships

- Identify and establish partnerships with schools, non-profits, and other educational institutions to enhance the programme's reach and impact.
- Develop a strong network of partners who can contribute to the identification and development of gifted students.
- Foster and maintain long-term relationships with key stakeholders to ensure ongoing collaboration and support.
- Represent the Lodha Genius Programme at various events, conferences, and meetings to promote partnerships and build networks.

Admissions Management

- Oversee the end-to-end admissions process for the programme, ensuring a smooth and efficient experience for applicants.
- Manage application pipelines and ensure timely communication with applicants throughout the admissions process.

Data Collection and Management

- Develop and implement data collection protocols for various programme components.
- Ensure accurate and timely collection of data from multiple sources.
- Maintain a secure and organized database of all programme-related data.
- Use statistical tools and software to analyze data.
- Interpret data to identify trends, patterns, and insights.
- Prepare detailed reports and presentations based on data analysis.
- Collect and analyze feedback from students, mentors, and other stakeholders.

- Regularly review and refine data analysis processes to enhance accuracy and efficiency.

Qualifications and Skills Required

- Experience 05-08 years experience, full time or project based in similar roles with one of the leading Indian or global universities, select schools or with online/on premise courses targeted at high school students
- Proven experience in programme management, operations, or a similar role
- Strong communication & interpersonal skills – verbal & written
- Result, detail, and quality driven individual
- Strong organizational skills and process orientation
- Comfortable with technology and Excellent skills in MS Word, Excel, & PowerPoint
- Excellent communication and interpersonal skills
- Excellent Data managing and analysis skills
- Interpersonal skills, ability to collaborate and work effectively across different internal & external stakeholders

Application Submission Process

We invite you to embark on this journey by submitting your application to Ashoka University's Lodha Genius Programme Team. 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/ThZovRWjsov3hjVT9>.

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 June 30, 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.