

Job Title: Assistant Director (Programme Development) High School Programs

Reports to: Senior Director, High School Programs

Location: Ashoka University Campus, Sonipat/ New Delhi (Okhla)

Experience (in years): 10+ years in senior administrative or academic department roles in academic programme development/curriculum development/ course development for a leading EdTech or a reputed higher education organization in India or outside.

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 High School Programs:

Ashoka aims to leverage its brand, unique pedagogy, and best practices to build impactful programs for High School Students -both offline and online certificate programs. These include the prestigious Young Scholars Program (YSP), and Ashoka Horizons (online courses) as well as other new programs we launch & develop for this segment. Ashoka for High Schoolers is in an exciting early growth phase, offering a rich learning and high growth environment for motivated and talented candidates, as we continue to build out exciting & impactful programmes for high schoolers in India and abroad.

- **Ashoka Young Scholars Program (YSP)**, now in its 9th year is already the most prestigious summer program for high school students in the country, attracting talented and motivated students to an enriching & immersive college experience, across its 5 programs in liberal arts and sciences

- **Ashoka Horizons**, offers short term, college level, rigorous and innovative online courses to high school students, in India & abroad. Providing curious & motivated high schoolers with a deeper exploration of subjects, 21st century skills and interests. Horizons was launched in 2020 and has been growing exponentially since.

Role and Responsibilities:

The position will lead the conceptualization, development and implementation of a large portfolio of academic programmes/ faculty sessions/ online courses for all Ashoka High school Programmes including YSP (On campus), Horizons (Online) and other soon to be launched programmes, taking responsibility for delivering high quality, relevant and impactful courses, measured by school, parent and student feedback.

The role comes with the following responsibilities:

- Developing a detailed and up to date knowledge of the high school curriculum in India, student needs and need-gaps which can be addressed through Ashoka's High School Programmes
- Continuously monitoring and evaluating comparative programme offerings from leading global or Indian higher education institutions and corporates
- Proactively identifying new programmes & online courses based on market and student needs, that are differentiated, relevant and impactful.
- Identifying and building a strong network of leading faculty and expert session facilitators, both within Ashoka University and externally.
- Working closely with programme faculty, experts and guest speakers to deliver planned programmes/ courses on-schedule & as per expectations of all key stakeholders.
- Building, training, nurturing and leading a high performing programme development team.
- Working closely and collaboratively with High School Programmes Operations and Marketing teams as well as other Ashoka teams and departments through the programme development, marketing, execution and feedback loop for all programmes .
- Coordinating the development of a faculty led communication for the high school outreach program targeted at students in grades 9-12, their teachers, principals & counselors through webinars, emailers and social media
- Developing a strong partner network including counselors and institutions to expand reach of the programme and leading outreach sessions- both online & offline targeted at schools, counselors, parents & students.
- Ensuring delivery of high quality courses including creation of course outlines, documents and reference material - for print and online mediums

Eligibility:

- Minimum 10 years of full-time experience in similar roles with one of the leading Indian or International Universities, a reputed EdTech business or corporate
- Experienced team leader and people manager.
- Preference would be given to Ashoka/ YIF alumni.
- Only candidates with a strong career interest in Education and a strong education background need apply. Preference would be given to graduates/ post-graduates in Education from reputed institutes.

Skill Sets:

- Purpose- driven and mission-led individuals deeply invested in the role of education for mass societal impact
- Deep passion and experience in developing relevant & impactful curriculum.
- Self-starters, comfortable working in a fast paced, high growth, start-up environment
- Solution driven professionals, who can think creatively on the go and problem solve to deliver desired outcomes on time and of the highest standards
- Strong interpersonal skills, someone who can work well in teams and can collaborate effectively across teams, functions and levels in the organization.
- Extremely strong oral, written communication skills.
- Comfortable & confident public speaker who can represent High School Programmes in both online & offline presentations to schools, counselors, parents & students.
- Process oriented, operationally strong, detail oriented
- People manager who can attract, nurture, retain and grow the team to new heights.
- Equally well versed with on campus and online programme development and delivery.

Application Submission Process:

Submit your application to Ashoka University's High School Programs 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/vTLM3Y5cGE2hAWwY7>

- 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

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 **12th August 2024 (Monday)**. Applications received after the deadline will not be considered.