

Job Title: Assistant Manager, Strategic Communications

Reports to: Deputy Manager, Strategic Communications

Location: Okhla, New Delhi

Experience (in years): 1-2 years

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.

Role and Responsibilities:

- Contribute to creating top notch communications products across print, digital and audio-visual platforms, at par with global best practices
- Create and curate content catered towards fundraising efforts, with a focus on writing for websites and other digital mediums
- Assist in producing impactful videos and multimedia content to support fundraising campaigns
- Liaise with on-campus teams to gather updates and insights to create targeted communication collateral

Qualifications:

- Good writer and editor
- Outstanding fluency in written and spoken English
- Able to create multimedia content (written, video and digital)
- Prior experience in content writing preferred

- Undergraduate degree in Literature/Mass Communications/Journalism or a related field
- Has an understanding of design softwares (Adobe Indesign and Photoshop) as well as online tools such as Canva and Mailchimp

Skills and Abilities Required:

- Team player and collaborator
- Innovator
- Proactive and willing to learn, un-learn and re-learn
- Strong leadership skills
- Good organisational skills and multi-tasker
- Highly motivated and self-driven
- Ability to challenge the status quo

Application Submission Process:

We invite you to embark on this journey by submitting your application to Ashoka University's Strategic Communications. 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/M6RjBAk9ZjfjDxV29>

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 **3rd September 2024 (Tuesday)**. 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.