

Job Title: AM OSA (Sports & Exercise office)

Reports to: Sr. manager, OSA (Sports & Exercise office)

Location: Sonipat

Experience (in years): 3-5years

Nature of work: Work with students in Sports Office

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 (Office Of Student Affairs): The Office of Student Affairs constantly endeavors to enhance the overall student experience beyond academic pursuits. Our mission is to foster a well-rounded and fulfilling university life. We prioritize student learning and development, embracing diversity, inclusion, and mutual respect. Moreover, we prioritize the physical and mental well-being of our students, provide cultural enrichment opportunities, and create avenues for empowerment. Our goal is to help students who enroll themselves with Ashoka University to achieve multidimensional progress with purpose.

Role and Responsibilities: The key role is supporting overall management and development of the sports programs & facilities. Assist in planning, organization and administration of sports programs- Overseeing day to day operations, managing sports events, coordinating with coaches and student- athletes and maintenance of sports facilities.

1. Event management coordination

- Assist in planning & ground execution of sports events/tournaments as per schedule
- Support the development and implementation of new initiatives
- Plan the logistics & travel with the sports team for Inter-University events
- Supervise and coordinate with coaches and ground staff. Organization, development, and delivery of diverse sporting activities, programs, and events.

2. Facility management

- Ensure that the facility is well maintained, safe & accessible
- Coordinate with maintenance & Housekeeping team for the upkeep of the facility

3. Record keeping, budget & inventory

- Oversight and maintenance of stocks of sports consumables.
- Management of ERP software for processing new orders, conducting quality checks of equipment, and overseeing gate entry of equipment.
- Data management including team entries, event payments, student undertakings, student achievements, and tracking coaches' and ground staffs' attendance.
- Management of all budgeting and communications pertaining to events.
- Liaison with vendors for sports jerseys, medals, and equipment.
- Familiarity with university sports and compliance processes

4. Communication

- Act as a liaison between the sports office and various stakeholders

Qualifications:

- Bachelor's degree in sports management, Physical Education or related field. Work experience in a university setup is an added advantage

Skills Required:

- Flexibility to work on the weekends
- Open to travel with the teams to various locations
- Ability to communicate with different stakeholders
- Basic knowledge of computers
- A good team player

Application Submission Process:

We invite you to embark on this journey by submitting your application to Ashoka University's <Department Name>. 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/pvPnG5uRw6VcXLEM7>.

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 (Date, Day – if applicable). 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.