

Job Title: Manager/Senior Manager, Office of Post Graduate Studies

Reports to: Director - Office of Post Graduate Studies

Location: Ashoka University Campus, Sonipat

Experience (in years): 5 years and above

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:

- Assist students in their search for Graduate programs and Scholarships at top Universities in India and abroad
- Maintain database of students interested in Graduate programs and scholarships
- Conduct group information sessions with students and one to one interactions
- Research and maintain database of top graduate programs and scholarships
- Maintain database of admits of Ashoka students to Graduate programs
- Connect with Ashoka alumni at Top Universities for guiding the interested students on applications and scholarships
- Maintain and update students interest, career / post graduation outcome, the list of scholarships and application dates.
- Maintain regular communication with students and representatives of student bodies to understand their career aspirations and choices.
- Generate weekly, monthly, and annual status reports on activities and outcomes.
- Organize, attend, and participate in events that promote Ashoka University.
- Assisting the Director of the Office of Post Graduate Education in day to day activities

Qualifications and Skills Required:

- Bachelor's/Master's degree in Liberal Arts or a related field is preferred.
- Experience in pursuing a graduate-level program outside India would be 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.
- Deep understanding of the higher education space and associated challenges.
- Experience in working with and mentoring young people, facilitating workshops, and organizing learning journeys would be preferred.
- Around 5 years of experience as an individual contributor in the higher education space.
- Ability to manage multiple partner relationships effectively.
- Exceptional organizational skills, attention to detail, and multitasking abilities.

Application Submission Process:

We invite you to embark on this journey by submitting 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/My8L4QkMF7dM5VjB7>

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 **19th September, 2024 - Thursday**