

**Job Title:** Senior Manager OSA (Sports & Exercise office)

**Reports to:** Director-OSA

**Location:** Sonipat

**Experience (in years):** minimum 10 years overall experience, prior experience of university will be preferred.

**Nature of work:** Responsible of all aspects of the Sports program in the university

### 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 (Name of the Department):

**Role and Responsibilities:** Senior Manager of Sports is responsible for the strategic planning, administration, and management of the university's sports programs and facilities. This role involves overseeing all aspects of sports & exercise office, including staff management, program development, budget administration, and compliance with regulations. The Senior Manager of Sports works to enhance the university's sports offerings, promote student engagement, and ensure the effective use of facilities.

### Qualifications:

Bachelor's degree in Sports Management, Recreation, Business Administration, or a related field (master's degree preferred).

Minimum of 5 years of experience in sports management, with a track record of successful program administration.

## Skills Required:

### Program Management:

- Develop and implement strategic plans for university sports programs to be the best in the country.
- Ensure that sports programs are aligned with the university's mission and goals.

### Student Engagement and Support:

- Develop programs and initiatives that enhance student involvement, well-being and foster positive environment.
- Develop feedback mechanism to address student concerns
- Represent the university at local, regional, and national events.
- Develop and maintain relationships with all stakeholders.
- Promote university sports programs through various media channels and events.

### Staff Supervision:

- Recruit the right talent, train, and supervise coaching staff, and support personnel.
- Conduct periodic performance evaluations and share the road map for further improvement.

### Compliance and Regulations:

- Ensure that all athletic programs comply with NCAA and university regulations.
- Maintain up-to-date knowledge of relevant rules and policies.
- Handle any compliance issues or investigations that arise.

### Budget & Data:

- Prepare and manage the budget for sports programs and facilities.
- Monitor expenditures and ensure financial accountability.
- Seek funding opportunities and manage grants, sponsorships, donations and event sponsorship.
- Collect and analyse data on sports program performance and student participation to make informed decisions.
- Prepare reports and presentations for university administration and other stakeholders.

### Facilities Management:

- Oversee the maintenance and scheduling of sports facilities.
- Ensure that all venues are safe, functional, and well-maintained.
- Plan and oversee upgrades or renovations as needed.

## 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 here:** <https://forms.gle/kKsz1mWNUGqE3fmr9>.

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.