

Job Title: Assistant Manager, Office of Financial Aid

Reports to: Assistant Director, Office of Financial Aid

Location: Okhla, New Delhi

Experience (in years): 0-2 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.

About Office of Financial Aid:

Ashoka University is committed to making its world-class education accessible & affordable for students from all walks of life. This is made possible through our need-based Financial Aid philosophy. While the admissions are made based on scholastic and extra-curricular merit, financial aid is assessed entirely on the basis of the financial standing of the student's family.

The Office of Financial Aid provides necessary financial support which can help admitted candidates bridge the gap between the cost of the programme and their ability to pay.

Role and Responsibilities:

1. Managing financial aid related queries on call and mails.
2. Updating and management of all financial aid related data.
3. Liaising with the Office of Admissions, Student Affairs, Finance, and other departments of the University on information sharing as well as getting insights on their policies.
4. Being proactive in resolving issues and answering queries of applicants, prospective applicants, parents, and other stakeholders.
5. Using the latest techniques and tools to ensure that data can be stored and utilized with utmost efficiency.
6. Helping the team with perspectives, insights, and learnings from its annual financial aid exercise in its pursuit to make the financial aid process more efficient and seamless.

Qualifications: Bachelor's Degree in a finance-related major, such as accounting, statistics, economics or a BTech graduate

Skills Required:

1. **Communication:** Excellent written and verbal communication skills, active listening, ability to clearly convey information.
2. **Organization:** Proficient in time management and prioritization, maintaining accurate records, strong attention to detail.
3. **Computer Skills:** Microsoft Office Suite (Word, Excel, PowerPoint), Management Software.

Application Submission Process:

We invite you to embark on this journey by submitting your application to Ashoka University's Office of Financial Aid. 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/yLnL9x7StJCzrn3c7>

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)**.