

Job Title: Manager, Office of Learning Support
Reports to: Director, Office of Learning Support
Location: Ashoka Campus
Experience (in years): 7 - 10 years
Nature of work: Contractual (minimum 2 yrs.)

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 Learning Support: Ashoka University has a vision to be an inclusive education institution which welcomes and nurtures students with disabilities as any other student while maintaining its standards of academic and non-academic performance. As a step towards creating such an environment on campus, the Office of Learning Support (OLS) was set up in 2016 at Ashoka University. At that time, this was the first ever dedicated support center in a university in India to cater to the needs of students with specific learning disabilities, such as dyslexia, dysgraphia, dyscalculia, and dyspraxia. To uphold the University's commitment to providing equal and integrated access to all the academic, social, cultural, and recreational programs it offers to all learners, the office has expanded and extended the support to students with visual, hearing, loco-motor disability, and autism spectrum too.

The vision of the Office of Learning Support is to be an enabler of inclusion in the higher education system.

Role and Responsibilities:

Specific responsibilities of this role include:

- Management of day-to-day operational activities of the support services offered by the office.
- Overseeing the implementation of disability accommodation services including, but not limited to, note takers, assistive technology, academic accommodations, mobility assistants, alternate media, and overall accessibility needs at campus.
- Addressing and handling student and faculty queries and concerns related to academic accommodations and residential facilities for students with disabilities.
- Manage portfolios of students with disabilities and support them through their journey at Ashoka.
- Actively participate in conversations for making campus activities and residence life accessible for students.
- Work towards building an inclusive education culture at the university by organizing sensitization and awareness sessions.

Qualifications: Degree in Psychology/Special Education/Disability Studies/Master of Social Work (MSW) from a recognized university is required.

Skills Required:

The candidate should have an experience of working with people with disabilities – learning/ sensory/developmental and understand neurodiversity. They should understand the current theories, practices and policies regarding persons with disabilities.

If you do not have experience in this area, please apply with a cover letter describing why you are interested in this role and how you will be a good fit for the role.

1. Work effectively with individuals with disabilities.
2. Create, plan, prioritize, implement, and evaluate multiple projects on an ongoing basis necessary to meet the office objectives.
3. Awareness and understanding of new resources, practices, and challenges associated with the special education field.
4. Lead, coordinate and manage awareness sessions, skills training workshops for students at campus, and conferences hosted by the office.
5. Establish and maintain professional and collaborative working relationships with members of a diverse community, including, students, faculty, and administrators.
6. Demonstrate sensitivity to, and respect for, a diverse population.
7. Excellent written and verbal communication skills
8. Strong MS Word and PowerPoint skills

Application Submission Process:

We invite you to embark on this journey by submitting your application to Ashoka University's Office of Learning Support. 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: Submit your application here (<https://forms.gle/imYpC25johsoB4PG8>). 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.

