

**Job Title:** Assistant Director (Programme Operations), High School Programs

**Reports to:** Senior Director, High School Programs

**Location:** Ashoka University Campus, Sonipat/ New Delhi (Okhla)

**Experience (in years):** 10+ years in senior academic or administrative roles in a reputed higher education organization in India or outside or with a leading EdTech player. Experience across both offline & online higher education preferred.

**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 High School Programs:

Ashoka aims to leverage its brand, unique pedagogy, and best practices to build impactful programs for High School Students -both offline and online certificate programs. These include the prestigious Young Scholars Program (YSP), and Ashoka Horizons (online courses) as well as other new programs we launch & develop for this segment. Ashoka for High Schoolers is in an exciting early growth phase, offering a rich learning and high growth environment for motivated and talented candidates, as we continue to build out exciting & impactful programmes for high schoolers in India and abroad.

- **Ashoka Young Scholars Program (YSP)**, now in its 9th year is already the most prestigious summer program for high school students in the country, attracting talented and motivated students to an enriching & immersive college experience, across its 5 programs in liberal arts and sciences

- **Ashoka Horizons**, offers short term, college level, rigorous and innovative online courses to high school students, in India & abroad. Providing curious & motivated high schoolers with a deeper exploration of subjects, 21st century skills and interests. Horizons was launched in 2020 and has been growing exponentially since.

### **Role and Responsibilities:**

The position will lead the High School programme operations team in execution of all on-ground and online programmes & courses, delivering on an exceptional student, faculty, and parent experience through all stages of the programme from *registration to course completion*.

The role comes with the following responsibilities:

- Mapping & planning the student, faculty, parent journey and requirements through all stages of the programme/course experience.
- Developing the application process & application portal including registration, application, evaluation, offer for enrolment, fee payment and enrolment confirmation.
- Managing & resolving school, parent and student inquiries & requests across all channels of communication -email, mobile & helpdesk (on-campus).
- Maintaining accurate and up-to-date reports on registrations, applications & enrolments for individual programmes and courses.
- Planning and coordinating all aspects of the student experience on-campus (transport, security, residence, dining & facilities)
- Building, nurturing, and leading a high performing programme operations team.
- On-boarding, training, and managing short-term resources including for application assessments, helpline/ helpdesk and student counsellors on the ground.
- Developing and maintaining the online Learning Management System, Horizons portal and Programme/ course requirements in collaboration with the IT team, Faculty & Teaching Assistants
- Working collaboratively with the High School Programmes Development & Marketing teams and across departments & functions at Ashoka to ensure end-to-end delivery of well-conceived and coordinated programmes/ courses.

### **Qualifications:**

- Minimum 10 years of full-time experience in similar academic or administrative roles with one of the leading Indian or International Universities or a leading EdTech player
- Exposure across both online and offline education
- Experienced team leader and people manager.
- Preference would be given to past associates/ students of Ashoka or YIF
- Only candidates with a strong academic background and a career interest in education with a master's or PhD in Education or any discipline need apply.

### **Skills Required:**

- Purpose- driven and mission-led individuals deeply invested in the role of education for mass societal impact.
- Operationally strong, process driven & detail oriented.
- Well versed & comfortable with analytics, MS excel, content architecture for websites & Learning Management Systems (LMS)
- Ability to work in a fast paced, high growth, start-up, and continuously evolving environment.
- Result driven professionals, who can think creatively on the go and problem solve to deliver desired outcomes on time and of the highest standards.
- Good interpersonal skills, someone who can work well in teams and can collaborate effectively across teams, functions, and levels in the organization.
- Extremely strong oral & written communication skills
- People manager who can attract, nurture, retain and grow the team to new heights.
- Equally well versed with on campus and online programme development and delivery.

## **Application Submission Process:**

We invite you to embark on this journey by submitting your application to Ashoka University's High School Programs Team. 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:** Email your CV to [connect.hr@ashoka.edu.in](mailto:connect.hr@ashoka.edu.in), ensuring the subject line reads as follows: "Designation – Department Name \_Applicant Name>". 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.

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.