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**Job Title:** Assistant Manager/Deputy Manager - Academics, Young India Fellowship

**Reports to:** Assistant Director, Young India Fellowship

**Location:** Ashoka University Campus, Sonipat, Haryana

**Experience (in years)**: Upto 5 years, but negotiable based on qualifications and competencies

**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 Young India Fellowship:**

The YIF is Ashoka University’s flagship postgraduate diploma programme in liberal studies. Every year, it brings together around 100 young and diverse individuals who showcase exceptional intellectual capability and leadership potential from diverse academic, professional, socioeconomic, and geographical backgrounds. The YIF exposes them to an array of educational experiences delivered by renowned thinkers, practitioners, and scholars. Since 2011, the YIF has nurtured over 2200 socially conscious leaders and change-makers for the 21st century. Working with the YIF Team allows you to contribute to the programme as well as the process of building future cohorts. The team structure will enable members to take ownership of work streams catering to their interests and capabilities while collaborating with others toward shared goals.

**Role and Responsibilities:**

* Being responsible as the primary point of contact for faculty members and teaching staff, including serving as the representative of the YIF for all matters related to a course. Serving as an interface between the Faculty, Teaching Assistants (TAs) and Fellows
* Providing administrative support to faculty members in pre-course preparations. Coordinating and scheduling courses (and within them, classes, office hours, discussion sections, field visits, etc.), planning and managing the academic calendar, troubleshooting attendance and class participation, and in general engaging with the faculty to ensure the course runs smoothly
* Managing the application, selection, and onboarding process for teaching assistants (TAs) as per requirements of the concerned faculty
* Administering the Academics Management System (AMS) for students and faculty
* Liaising with various departments and centers at Ashoka University on matters related to student well-being, faculty support, additional academic opportunities, and so on
* Supporting or leading the operations of various programmatic initiatives and events required for enhancing the learning experience for Fellows
* Maintaining a record of student participation in academic matters, and supporting the Dean’s office in assessing student requests on various counts
* Any other responsibilities that may emerge from time to time, based on the requirements of the YIF team, or the candidate’s skills/interests

**Qualifications and Skills Required:**

* Good interpersonal skills, and ability to work effectively with other individuals and teams
* Interest in academics, pedagogy and student success
* A commitment to diversity, equity and inclusion perspective
* Enjoys the challenge of working in a dynamic and ever-changing environment
* Mission-oriented, collaborative, entrepreneurial and attentive to detail
* An undergraduate degree from a recognized institution in any discipline
* Postgraduate credentials would be a bonus but not essential
* Strong written and verbal communication skills in the English language
* Experience working with Learning Management Systems, Excel and PowerPoint
* Prior experience working across teams in a university setting or a good understanding of the Indian higher education landscape

**Application Submission Process:**

We invite you to embark on this journey by submitting your application to Ashoka University's Young India Fellowship 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) and [yifacademics@ashoka.edu.in](mailto:yifacademics@ashoka.edu.in) , ensuring the subject line reads as follows: "Designation – Young India Fellowship \_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.

**Adherence to Deadlines:** To ensure fairness and efficiency, please submit your application by 19th October 2023.

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.