

Job Title: Assistant Manager/Deputy Manager, IT

Reports to: Director, IT

CTC: 6 - 9 L pa based on experience

No. of positions: Two

About Ashoka University:

Ashoka University is a pioneering university in India, providing an interdisciplinary liberal education on par with the best universities in the world. Ashoka students learn to be critical thinkers, effective communicators and ethical leaders, from outstanding faculty who have previously taught in leading global and Indian universities. In a very short time, the university has established a stellar reputation for quality of faculty and student experience. Ashoka University students have been placed in many of India's leading organizations in the consulting, banking, corporate, CSR and social sectors.

Role and Responsibilities:

This role provides operational support for IT systems to all internal stakeholders and envisioning enhancements in the existing systems. The role comes with the following responsibilities:

- Engaging with various stakeholders to provide training and support to use the systems effectively
- Elicit requirements and ideas for improving the systems
- Coordination with the vendors for resolving bugs/ issues.
- Good working knowledge of SQL and MS=Excel is essential
- Monitoring data backups on a regular basis
- creating and managing the documentation of SOPs of the commissioned IT systems
- Vendor management to ensure smooth operations, bug fixes and change management and payment tracking
- Conceptualizing new systems, conducting due diligence to analyse available options and proposing best alternatives
- Serving as technical and communications liaison to and from stakeholders and university key users for initiatives, needs assessments, etc.

Eligibility:

- Bachelor's Degree in IT/CS from a top tier institution
- Minimum 2-3 years of experience in the functional domain

Skill Sets Required:

- Understanding of software programs and the latest practices in the industry
- Basic knowledge of IT and its applications
- Enthusiastic learner and keen researcher, with eye for new technologies, products and platforms

Venue of work: Ashoka University Campus, Rajiv Gandhi Education City, Rai (District – Sonapat)/ Work from home

Days of work: This is a full-time role, Monday - Friday

Application Submission Process

Please submit an updated CV at connect.hrd@ashoka.edu.in, with subject line – <Job Name_Applicant Name>.

Kindly ensure that the application includes last compensation received, expected salary, and notice period.

Only short listed candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon candidate's experience levels and the overall organization's salary structure.