



ASHOKA
UNIVERSITY

Job Profile for Director, Office of Academic Affairs (Ashoka University)

Job Title: Director – Office of Academic Affairs

Ashoka University is a young institution that pioneers liberal education in India. The University values diversity in the workplace and respects the needs of a proper work life balance. It welcomes applications from all seeking productive, satisfying careers.

About Office of Academic Affairs: Ashoka University is looking to fill the position of a Director in the Office of Academic Affairs (OAA). The OAA organizes Ashoka's academic life, the Director oversees its work, reports to the Academic Deans, and plays a crucial role in shaping the University's response to emerging challenges and opportunities.

Ashoka's model of education affords considerable flexibility to students in deciding their programs of study—including choices relating to majors, minors, concentrations and co-curricular courses. It also endows autonomy to faculty and departments with regard to program structure, course curricula, pedagogies and methods of evaluation. At the same time, university policies bind these choices and decisions to a common structure with respect to academic credits and their division across programs. This is a complex task, and it is undertaken by the OAA. The goal is to devise and update academic policies along with procedures and systems that work ever more seamlessly, while supporting and enhancing the quality of choices made by students and faculty.

Eligibility: Around 10+ years of work experience in academics / programme management and administration. Prior experience in higher educational academic management, and / or student engagement and activities would be preferred, but is not mandatory. Applicants should have a Master's degree or equivalent postgraduate degree / diploma.

Role and Responsibilities:

For us, the ideal candidate will bring ton loads of enthusiasm, motivation and commitment to the cause of higher education in humanities, sciences and social sciences. The candidate will share the goal of Ashoka to be at the frontiers of teaching, research and dissemination. A background in academics and education is desirable, but we are also interested in people with backgrounds in public service, management and other fields with the above-mentioned attributes.

The Director leads a team of managers and assistant managers. Initiative and responsibility come with the position. In addition, the candidate should be able to create a safe workplace that mentors, nurtures, and inspires junior colleagues. To be able to do this, it is imperative for the Director to develop a sophisticated understanding of the details of how operations and processes are implemented since it is at the level of operational implementation that prudent adjustments have lasting positive effects. We therefore expect that the Director will acquire a full mastery of OAA processes, be a team player who leads by example, whose style is consultative and supportive, and who is an advocate of anything and everything that advances the organization of academic life.



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The Director works closely with other administrative departments including IT, Office of Learning Support, the Registrar's Office Global Education, and Admissions and should, therefore, be able to work productively in a collaborative mode. The Director is also the face of the office with the faculty and the top leadership. The ideal candidate will communicate well and enjoy doing so.

Skills required:

- Strong interpersonal and communication skills are important
- Good grasp of academics and higher education, in India and abroad
- Strong administrative and organizational abilities
- Comfort with the MS Office suite

Venue of work: Ashoka University campus at Rajiv Gandhi Education City, Sonapat in the Delhi NCR

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

Report to: The Dean of Academic Affairs

Submit your resume and application here before July 17, 2021:

<https://forms.gle/v6fwBbiJ9irJeee19>