

## **Job Description**

**Job Title:** Assistant Manager, Experiential Learning and Development, YIF

**For:** The Young India Fellowship, Ashoka University: The [Young India Fellowship \(YIF\)](#) is a one-year multidisciplinary postgraduate diploma programme in Liberal Studies. The YIF brings together bright young people from various academic, social and geographic backgrounds and exposes them to a diverse set of subjects and perspectives, delivered by some of the finest faculty from India and around the world. The programme is now in its tenth year with ~200 Fellows.

**Role and Responsibilities:** The Assistant Manager, Experiential Learning and Development will be part of the YIF Programme Team and will assist with the experiential learning and development goals of the Young India Fellows, along with taking up additional roles to fulfil additional YIF programmatic goals. This role will be heavily focused on administering the current processes efficiently, while also working on strategy and design for a few specific functions. Apart from carrying out functions as part of the YIF Programme team in general, s/he will carry joint responsibility for the following areas in particular:

1. **Experiential Learning Module (ELM):** The [ELM](#) is a core component of the YIF curriculum and stretches across 8 months of the academic year. As part of the ELM, Fellows engage in projects with organisations and institutions (referred to as “Clients”) from different domains. They do so in teams of 5 members each, working twice a week alongside their academic courses at the programme. The Assistant Manager will work with their colleagues to co-create, manage and deliver the ELM through the following:
  - a. **Stakeholder management:** Build and sustain relationships with external stakeholders including clients, trainers, and facilitators, as well as internal stakeholders including faculty and Fellows.
  - b. **Experiential learning and project management:** Guide Fellows in achieving their project objectives by having oversight of their project progress and work with the ELM faculty to help Fellows apply their classroom training to their projects.
  - c. **Outreach and network expansion:** Expand the ELM network and diversity of projects and engage with prospective ELM Clients
  - d. **Programme administration:**
    - i. Fulfil administrative responsibilities required for end-to-end facilitation of ELM projects from sourcing till conclusion
    - ii. Contribute to the success of important events by coming up with innovative ideas and extending logistical support
    - iii. Conduct analyses of feedback, evaluations, and other data collected from different stakeholders
2. **Mentorship Programme:** The Mentorship Programme is a platform where the Fellows are connected to Mentors with strong academic and professional track records. Mentors actively guide and counsel them in their personal, professional and/or academic journeys, with the objective of helping them grow into people who can make a positive impact.

The YIF already has a pool of Mentors who engage with the Fellows. This year, the Mentorship Programme will be facilitated through software. The key responsibilities for the Assistant Manager will be the following:

- a. Mapping of needs and interest:** Interact with the Fellows to determine their inclination and interest
  - b. Software administration:** Work with the team to administer the software for mentors and mentees and vet and review the allocations done by the software to ensure the best fit of mentors with mentees
  - c. Guiding the relationship:** Facilitate and guide the experience of all the mentees in the programme by:
    - i. Sharing best practices and resources to take the mentoring relationship further
    - ii. Monitoring responsiveness of mentees through periodic checks and reviews
    - iii. Collating feedback at specific intervals to ensure seamless mentor-mentee relationships
  - d. Strategise, design, execute:** Ideate and execute other ways to support and enhance the mentoring relationship and provide administrative and logistical support for all sessions/events related to the mentorship programme
3. **Experiential Learning and Development:** There are various other components to experiential learning and development which the Assistant Manager may need to engage with as and when the need arises. This includes, but is not limited to, conceptualising and facilitating need-based training and workshops for professional development of the Fellows, as well as helping them apply their learnings to the world of work.
4. **External Communication:** Along with the others in the ELD team, collate and showcase stories of impact so as to create a larger visibility for the outcomes achieved through the ELM and Mentorship programme.

**Eligibility:** A minimum of 2 years of work experience

**Competences and skills preferred:**

- Strong organisational skills, with focus and attention to detail
- Ability to work across multiple domains
- Ability to carry out secondary and primary research effectively
- Excellent interpersonal skills and ability to engage with multiple stakeholders
- Excellent communication skills, both written and verbal
- Proficiency in MS Excel and PowerPoint
- Proficiency in data analysis
- Proficiency in design softwares like Canva, Adobe Premiere Pro, Adobe Illustrator, Adobe Photoshop etc will be favourable, though not mandatory
- Prior experience in programme management or in facilitation of experiential learning will be favourable

**Will report to:** Manager, Experiential Learning and Development

**Venue of work:** Ashoka University campus at Rajiv Gandhi Education City, Sonapat (currently working from home)

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

**Application Details Required:**

- To apply, please send the following:
  - a. **A cover letter**
  - b. **Your resume**
  - c. The **name, designation and contact details** of a **referee** from your most recent professional/academic endeavour. They may be contacted by us as part of the process.
- These should be uploaded via [this form](#) only.
- Deadline for receiving applications: **20th July 2021**