

JD for Deputy Manager / Manager Academics and Student Affairs, Young India Fellowship

Job Title: Deputy Manager / Manager, Academics and Student Affairs

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 eleventh year and has around 200 Fellows.

Eligibility: Work experience of 3-5 years/ 5-7 years in academics & programme management and administration for Deputy Manager and Manager respectively

Prior experience in higher educational academic management, and / or student engagement and activities would be preferred. A Master's degree is preferred, but not mandatory.

Role and Responsibilities: The Deputy Manager/Manager, Academics and Student Affairs will be part of the YIF Programme Team and will work on the broader YIF responsibilities as and when required. In particular, s/he will assist with the management and execution of the various academic courses at the YIF. This is an important role, requiring coordination with students, faculty and various teams at the YIF and Ashoka University. The responsibilities would include, but not be limited to:

- **Academics:** The Deputy Manager / Manager will be required to assist in planning the academic calendar, scheduling of courses, TA selection, reaching out to Faculty and TAs for various matters related to course administration, consolidating course feedback, working on final graduating list and other associated tasks which ensure the smooth running of courses at the Fellowship. S/he will be the PoC for certain Faculty, and will need to serve as a bridge between the Faculty, TAs and the Fellows. This will also require collaboration with other members of the YIF Programme team and offices in the University to ensure that all administrative and logistical support is provided.
- **Student affairs:** This includes working with Fellows' committees and other important offices in the University as a primary point of contact to facilitate student services and the addressing of student concerns. Additionally, the Deputy Manager/Manager may also be overseeing the YIF journey of a specific number of Fellows as their Programme team PoC through the course of the year.
- **International Programmes:** The Deputy Manager/Manager will also liaise with certain Ashoka teams/offices/departments and will need to stay updated with developments in these spaces which will impact the programme and Fellows overall. One such office will be the Office of Global Education and Strategic Programmes. The Deputy Manager/Manager will be facilitating and sharing information on opportunities to study abroad. Fellows also apply for programmes with partner institutions of Ashoka. The Deputy Manager/Manager will need to coordinate those processes, and also track their progress in those programmes.

Skills required:

- The successful candidate must have strong skills in writing and communication, organisation and administration, preferably along with experience in systems management (LMS/ERP).
- The candidate should have prior knowledge of data handling, as analysing student data for understanding trends and projections is an essential requirement of the job. The candidate should be well versed with MS Excel and PowerPoint.
- The candidate should be ready to work in a fast-paced environment, and with a tightly-knit team of motivated professionals.
- The candidate should have good general knowledge of academics and higher education, in India and abroad.

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: Assistant Director, Academics and Peer Learning, Young India Fellowship

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