

Job Title: Deputy Manager/Manager, UG Outreach

Reports to: Senior Manager/Assistant Director, UG Outreach

Nature of work: Full Time

Location of work: Ahmedabad (Gujarat)/Indore (Madhya Pradesh)

Days of work: Monday – Friday (Weekends working as per business requirements)

About Ashoka University:

Ashoka University is India's leading Liberal Arts and Sciences University, providing a distinctive interdisciplinary liberal education on par with the best universities in the world. It is India's first and only not-for-profit university built on the principles of collective public philanthropy.

Ashoka University continues to be one of the most exciting projects in Indian higher education and is already a pioneer in its focus on providing a liberal education at par with the best in the world. In a very short time, the university has established a stellar reputation for attracting high-quality faculty and enabling an ivy-league quality student experience. 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. The students have already been placed in many of India's leading organizations in the consulting, banking, corporate, CSR and social sectors.

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Being mission-driven and authentic**
- **Thinking strategically and creatively**
- **Collaborating with trust and respect**
- **Being accountable and driving for results**
- **Focused on service excellence**

Role and Responsibilities:

Strategy

- Implementation of outreach strategies to maximize visibility and reach to target audience for UG/YIF programs
- Business Development – new customer acquisition

People

- Working in close coordination with the Regional Manager

Operations

- Efficient implementation of outreach initiatives like delivering presentations and interactive sessions, participation in career fairs etc.
- Managing events such as principals' meets, press briefings, open houses
- Organizing academic workshops run by faculty at schools or sites

Relationship Management/Business Development

- Nurturing and managing existing and prospective relationships with school administrators, counsellors and third parties/business associates to set up interactions with students and parents of target groups
- Building new relationships with schools, increasing market reach and penetration in assigned territory.

Eligibility:

- Bachelor's Degree/Masters or equivalent
- Minimum 2-6 years of experience with premier organizations

Skill Sets

- Strong relationship management skills
- Persistence and diligence
- Exceptional communication skills

Application Submission Process

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

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

Only shortlisted candidates will be contacted.

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