Job Title: Programme Manager – Lodha Genius Programme
Reports to: Assistant Director, Research and Development Office
Location: Ashoka University Campus, Sonipat
Experience (in years): 5-8 years of functional experience in higher education with reputed organizations
Nature of work: Full Time

About Ashoka University:

Ashoka University -India's premier interdisciplinary teaching and research university. An institution that has become a beacon of academic excellence in less than 10 years since its inception. At Ashoka, we encourage you to embrace the new, push the boundaries for continuous learning, and adapt to a world of constant change Because we believe that each Ashokan is capable of becoming a thought leader.

As part of our thriving and committed workforce, you will:

Be Mission-Driven: Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.
Think Strategically: Collaborate with visionary minds to shape the future of higher education through strategic planning and a forward-thinking approach.
Act Authentically: Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.
Take Accountability: Own your work and drive positive change, as an empowering individual seeking to make a meaningful contribution.
Build Collaboration: Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.
Deliver Excellence: Strive for excellence in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrive. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can unleash your potential and make a meaningful impact. Where education empowers, where innovation thrives, and where excellence and humility coexist. We truly believe the world will enrich itself when there is progress with purpose.

About the Programme/Department:

The Lodha Genius Programme is a one-of-its-kind training and mentorship programme providing brilliant high school students across the countries with unparalleled opportunities through intensive on-campus and long-term off-campus engagement. The second year of the Lodha Genius Programme focuses on expanding its scope by accommodating a larger cohort, introducing innovative projects and seminars, incorporating interdisciplinary workshops, adopting a holistic educational approach, implementing capstone projects, and embracing additional enriching elements. The programme consists of Science Projects, Great Ideas Seminars, Mathematics for all sessions, Capstone projects, Workshops, field trips and co-curricular activities in the on-campus modules and a yearlong online light touch module. The intensive on-campus programme for the next year will start from May 17th, 2024, to June 17th, 2024 at Ashoka University.

Role and Responsibilities:

This person has overall responsibility for programme development, delivery, outreach & admissions for High School Programs with an initial focus on The Genius Programme.

The role comes with the following responsibilities:

- Working closely with faculty, administration, admissions and outreach to develop a high impact programme with positive students & parent feedback.
- Developing an all-India school outreach program targeted at students in grades 9-12, their teachers, principals & counselors
- Developing a strong partner network including counselors and institutions involved in the identification and development of gifted students (Olympiad/NTSE etc.)
- Developing presentations, school kits, webinars, and digital content as part of the school outreach along with the marketing & communication teams
- Application review, evaluation & admission support in coordination with the UG admissions & IT teams.
- Induction, training & management of full time/ part time programme counselors, outreach & admissions teams
- Managing school/student/ parent queries with respect to the programme & admissions- online & offline.
- Planning, conceptualizing, and implementing new strategies and tactics to build a deeper & more effective outreach & strong partner network.
- Owning the application & enrolment targets and real time reporting on pipeline numbers.

Qualifications and Skills Required:

- Experience (05-08+ years exp, full time or project based) in similar roles with one of the leading Indian or global Universities, select schools or with online/ on premise courses targeted at high school students.
- Minimum 05 years of experience with premier organizations
- Strong communication & interpersonal skills – verbal & written. Good public speaker.
- Result, detail, and quality driven individual
- Strong organizational skills and process orientation
- Comfortable with technology and Excellent skills in MS Word, Excel & Power Point.
- Excellent Data managing and analysis skills.
- Interpersonal skills, ability to collaborate and work effectively across different internal & external stakeholders.

Application Submission Process:

We invite you to embark on this journey by submitting your application to Ashoka University's Lodha Genius Programme Team. To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Prepare an Updated CV: Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

Submit Your Application: Email your CV to https://forms.gle/dzBCbbk92Vf2uRJk9. This will help us efficiently process your application.

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable.

Pursuit for Excellence: At Ashoka University, we strive for excellence in all aspects of our operations. Therefore, only shortlisted candidates will be contacted as part of our rigorous selection process.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by (15/10/2023). Applications received after the deadline will not be considered.

We look forward to receiving your application as we embark together on a remarkable journey of professional growth and development. Join our exceptional community at Ashoka University, where excellence is nurtured, and aspirations are transformed into reality.