

Job Description - Academic Manager, Atria University, Bengaluru

Atria University is hiring for a full-time administrative role in its academic team, to start as soon as possible. We are looking for candidates with experience as educators, preferably with exposure to student-centered learning in undergraduate environments. Successful candidates will be deeply passionate about education, organized, have good communication skills and be a collaborative team member. The contract will be for 5 years, with possibility of extension.

The academic team is tasked with facilitating faculty and students towards realizing the vision and goals of Atria University. This Academic Manager position is specifically towards setting up and enabling the foundation year of learning at Atria University (see www.atriauniversity.org/foundation-year-curriculum for details).

Specific responsibilities that could fall under this position are -

1. Assisting faculty in designing, setting up and managing laboratories and maker spaces.
2. Coordinating with visiting/guest faculty and ensuring communication between them and full-time faculty,
3. Assisting in the hiring process for faculty and teaching assistants
4. Setting up and administering faculty-student one-on-one mentorship
5. Coordinating the delivery of certain learning goals through workshops and guest lectures delivered by external experts / visiting faculty. Specifically, the learning goals of - Artistry; Mind, Body and Behavior; Communication; Leadership; Self Awareness - as described on <https://www.atriauniversity.org/foundation-year-curriculum#first-year-learning-goals>
6. Coordinating with faculty for outreach efforts at AU.

Prior experience and credentials (not-mandatory):

1. Masters Degree in Education
2. 2-3 years of experience in programme design and management
3. Exposure to student-centered learning environments

Application Process

To apply, please send your CV and a cover letter to facultyhiring@atria.edu. The subject of the email should be 'Application for Academic Manager role'.

The cover letter must be no longer than 1.5 pages single-spaced, and specifically address your motivation for this position, your interest in institution-building and culture-setting in the context of Atria University's vision and learning goals.

Applications will be reviewed on a rolling basis starting on May 25th until the position is filled.

Telephonic interviews will be conducted for shortlisted candidates, followed by 2-4 conversations with team members and management.

About Atria University

Located in the heart of Bengaluru, India, Atria University is introducing a model of learning that directly responds to the real-world scientific, technological, economic, and social problems affecting our world.

Our mission is to nurture students' intellectual curiosity, communication skills, and self-awareness through a combination of three-week intensive courses, along with supplemental workshops, seminars, and internships. Students can graduate with a Bachelor's of Business Administration, Design, Science, or Technology. Courses require students to work together to solve real-world problems of practical and social relevance. Later years build the thoroughness, depth, and precision necessary for affecting true change in India and the world. Each student is guided and mentored in their choices of courses and degrees by faculty advisers.

Our belief is that no such program can truly influence our future if it is not founded on the values of humanism, exploration, creativity, self-awareness, and passion. To this end, we are committed to helping students not only become better engineers, scientists and entrepreneurs, but also better empaths, thinkers, and leaders.