

Job Title: Communications Consultant, Isaac Centre for Public Policy (ICPP)

Reports to: Administrative Director, ICPP

Location: Delhi and Sonapat

Capacity: Open to both Part time (2 days a week) as well as full time applicants.

Experience (in years): 7 to 8 years

About Ashoka University:

Ashoka University is India's premier interdisciplinary teaching and research university, an institution that has become a beacon of academic excellence in the less than 10 years since its inception. At Ashoka, we encourage you to embrace change, learn and grow continuously, and strive for excellence in what you do.

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 other innovative colleagues 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 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 high quality 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 thrives. 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 enhance your potential and make a meaningful impact.

About Isaac Centre for Public Policy

Isaac Centre for Public Policy (ICPP) at Ashoka University is an attempt to build India's leading public policy center--recognized for generating ideas and research on Indian public policy. ICPP aims to achieve excellence in three strands of work --in academic programs and executive education, in policymakers-led research including policy case studies and briefs, and in public policy events.

Role and Responsibilities:

- Create and execute the communications plan for ICPP and drive the implementation of internal and external communications.
- Draft all content as required for communications including blogs, announcements and releases, and other material
- Manage and support all events, including planning to execution and delivery of all logistics including speaker management, outreach, and ground requirements
- Build and support the media database, plan and deliver press releases, announcements and event coverage, and other media outreach as required.
- Draft content and manage all social media platforms -- existing and new, and track social media traction, and identify and discuss opportunities for a larger footprint.
- Manage the ICPP website -- updating content regularly as well as tracking analytics
- Newsletter: Manage the content and dissemination of the ICPP newsletter.
- Process templates and brand and communication assets: Manage and maintain all templates and collaterals for communications

Qualifications and Skills Required:

- Strong communication skills, verbal and written
- Excellent communication skills and an ability to engage with diverse content.
- Creative mindset to enable innovative solutions and campaigns
- Interest in Indian public policy.
- Adaptability to work in an evolving, fast-paced environment
- Ability to work in a collaborative environment where ideas are shared, explored and developed
- Organizational skills to manage multiple tasks, deadlines and priorities
- Efficiency in MS Suite, Adobe Suite, CANVA and other content development tools
- Knowledge of social media platform, website CMS platforms, email marketing platforms and Google analytics is essential.

Eligibility:

- A Master's degree
- 7- 8 years of functional experience with organisation/s of repute

Application Submission Process:

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: <https://forms.gle/P5342xb6KbjBu7248>

Please clearly indicate if you are applying for full time or part time.

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

- Notice period: Inform us of the time required to transition from your current role, if applicable

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 7th July 2024. Applications received after the deadline will not be considered.