

UPDATE: We are extending the submission deadline for this post to April 15, but given the current circumstances with the suspension of all activities at Ashoka University due to public health concerns, the subsequent hiring process is suspended until further notice. We request interested applicants to submit their applications by April 15 and then wait for further information from us.

Writing Programme Administrator Position in the YIF Critical Writing Programme

Position: Assistant Director, Critical Writing (CW) Programme

For: Young India Fellowship (YIF), Ashoka University

Reporting to: Deputy Dean, YIF

Ashoka University, a Liberal Arts university in Delhi NCR, India, invites applications to appoint the Assistant Director for the Young India Fellowship's Critical Writing Programme.

Who are we looking for? Candidates with at least an MA degree who have extensive experience in academic and/or journalistic writing, along with at least two years of teaching experience will be good fits for this position. Team leadership and administrative experience is preferred, although not mandatory. We are keen to recruit scholar-administrators from any academic background who have strong writing and communication skills, and are passionate about teaching, leadership, and institutional development. Prospective applicants should be keen to work with a team of teachers, administrators, and students in order to design, and implement plans for the growth and development of the YIF Critical Writing programme.

How to Apply? In order to apply for this position, go to <https://facultypositions.ashoka.edu.in/> and complete your application latest by **25 March April 15, 2020**. Please read the FAQs at the end of this document carefully for details on the kind of documents that you need to upload, as well as for other queries. If your query is not addressed anywhere on this page, then you could write to yifcw@ashoka.edu.in.

What is the YIF? The Young India Fellowship (YIF) is a one year multidisciplinary postgraduate diploma programme in Liberal Studies. The Fellowship brings together a group of 300 bright young individuals who show exceptional intellectual ability and leadership potential from across the country, and trains them to become socially committed agents of change. The YIF exposes them to a diverse set of subjects and perspectives, delivered by some of the finest teachers and practitioners from India and around the world. The aim is to help Fellows become well-rounded individuals who are able to think critically from multiple perspectives,

communicate effectively, and become leaders with a commitment to public service.

What is the YIF Critical Writing Programme? The Critical Writing Programme is an integral part of the Young India Fellowship. Over a span of 10 months, this course aims to develop critical reading, thinking, and writing skills that help Fellows engage with the world of ideas, and enable them to develop and express their own ideas in a well-reasoned, lucid, and engaging manner. These skills act as building blocks for the multi-disciplinary Liberal Arts education that they receive during the course of their Fellowship, and enhance their abilities to navigate the academic, professional, and social spheres around them. You can read more about our pedagogy here: <https://www.ashoka.edu.in/page/yif-writing-134>

Successful applicants will:

- Work as a teacher, which will involve teaching a cohort of ~30 Young India Fellows to read, think, and write critically; conducting a total of 4 classes every week; designing syllabi, assignments, exercises; meeting students for office hours; giving them weekly feedback on their writing; grading their work periodically; mentoring them to apply to colleges and to publish their work etc.
- Work as an administrator, which will involve reporting to the Deputy Dean, YIF and working in close coordination with the YIF Preceptor team, the YIF Programme team, and other relevant offices in Ashoka in order to ensure the smooth functioning, growth, and development of the YIF Critical Writing Programme. This will involve taking charge of and overseeing the following:
 - **Programme Design:** Curricular design, goal-setting, assessment, budget-work, resource creation, policy framing, etc.
 - **Faculty Development & Team Management:** Preceptor hiring, training, mentoring, reviewing, team management and communications etc.
 - **Operations:** Student placement in courses, documentation of YIF CW's work, addressing student and faculty grievances, day to day running of the writing program etc.
 - **Institutional Development:** Workshops, initiatives, and projects etc. that help foster a nurturing atmosphere for the effective, empathetic, and innovative teaching and learning of writing in the institution.
 - **Outreach:** Engagement with the growing community of college level writing teachers, researchers, and administrators in India through publications,

conferences, symposiums etc.

- **Other tasks:** As developed in consultation with the YIF and Ashoka leadership

Start Date: June 1, 2020

Duration: 12 month probation period to be followed up with 2 year long renewable contracts based on University's needs and candidate's performance.

Remuneration: As per University norms and candidate's experience.

Frequently Asked Questions (FAQs) about the Application Process

1. What do I need to select under "Position" in the form?
 - a. Please select: "Young India Fellowship: Critical Writing"
2. What do I need to select under "Desired Opening"?
 - a. Please select: Assistant Director, Critical Writing.
3. If I do not have a PhD, what do I write under the "Phd Subject" in the Academics History section of the form?
 - a. Please write the name of the discipline in which you have your highest degree.
4. What do I need to upload in the Documents section?
 - a. Please upload pdf files only.
 - b. Leave the "Cover Letter" section blank. We do not require this.
 - c. Upload a detailed CV.
 - d. Upload a 1 page Statement of Teaching Philosophy that focuses on what you understand by critical reading, writing, and thinking abilities, along with the strategies that you will use to teach these to a group as diverse as the YIF.
 - e. In the "Research Statement" section, please upload a 1 page Vision Statement where you reflect on the following questions. The first two are compulsory, and the third one is optional:
 - i. What do you think should be the goals and key elements of a Writing programme for the YIF? This could include any ideas you may have regarding the teaching of Writing, Critical Thinking, Language, etc.
 - ii. What do you think will be possible challenges that you might face in this role and how do you plan on tackling them?
 - iii. What experiences from your past do you think might help you in performing your role as Assistant Director? Here please describe any leadership, team management, or administrative experiences that you might have.

- f. In the “Research/Writing Sample” section, please upload an academic writing sample (minimum 1500 words, maximum 3000 words).
- g. In the “Additional Document #1” section, please upload a 1-2 page sample lesson plan that demonstrates how you will apply your teaching philosophy to teach students how to write an argument for an opinion editorial. This should include:
 - i. a list of readings that you will use in class;
 - ii. lecture notes that demonstrate how you will engage with these readings in class;
 - iii. sample prompts for writing exercises that you will give to students to make them write an opinion editorial using these readings.
- h. In the “Additional document #2” section, please upload any teaching evaluations that you may have (recommended, but not mandatory).
- i. Finally, in the “References” section, add three names. You do not need to attach any letters of recommendation from them. Please just provide their contact information and we will reach out to them if needed.