Habib University
Job Description

Position Title	Assistant Manager, Global Communications
Department	Office for Global Engagement
Reporting Relationship	Manager, Office for Global Engagement

Scope of the Position
The Assistant Manager, Global Communications is responsible for assisting with the management of all of Habib's global relationships and communications initiatives, the creation and timely dissemination of Habib University's global communications materials and facilitating all global happenings on the Habib campus. The position is expected to take intellectual ownership of all of Habib University's global communication initiatives. Additionally, the Assistant Manager, Global Communications will also be responsible for instituting the 'Friends of Habib' program. This position reports to the Manager for Global Engagement and works in frequent consultation with the Office of Public Affairs and the Office of the President.

Summary of Key Functions
Specific Roles and Responsibilities: 1. Develop procedures and guidelines for internal requests for international collaborations, while evaluating lateral coordination for Habib University's strategic goals in global partnerships 2. Create and maintain a comprehensive database for managing contacts in Habib's global network including but not limited to donors, scholars and members of the diaspora 3. Organize and execute on-campus tours for global stakeholders, events, conferences, keynote lectures, and relevant workshops or seminars 4. Conceptualize, create content for, oversee the design and timely dissemination of Habib University's bi-annual publication, Hum Khayal (Partners in Thought) and quarterly newsletter, Hum Qadam (Partners in Action) 5. Create tailored updates for different groups of stakeholders in the 'Friends of Habib' network 6. Identify and develop other methods and mechanisms for boosting Habib University's global profile and reach 7. Curate and promote Habib University's vibrant global presence on social media platforms and a dedicated blog 8. Investigate partnership and relationship-building opportunities to support existing and new programs 9. Assist with any OGE related or other on-campus events as needed 10. Execute other tasks as requested or determined by the Manager of the Office for Global Engagement and the Office of the President

Required Qualification, Experience and Skills	
Qualifications and Skills Required	• Bachelor's degree from an accredited, liberal arts institution • Two years' professional research and writing experience, preferably in an international academic setting • Prior experience in a communications role for an educational or non-profit organization • Excellent writing skills, including the ability to produce clear, concise and accurate copy in accessible English as well as excellent communication skills in Urdu • Knowledge of and an active interest in the U.S. academic landscape • Active interest in global higher education, especially as it relates to private liberal arts

	institutions
	• Interest in contemporary trends in global academia and world politics
	• Ability to work independently, under tight deadlines and with little supervision as well as paying significant attention to detail and maintaining a flexible approach to work
	• Excellent planning, communication, interpersonal, coordination and prioritization skills and proven capacity to undertake varied tasks simultaneously within stringent deadlines
	• Demonstrable understanding of collaborative work in the education sector – experience of writing proposals and making convincing presentations
	• Ability to adapt to the dynamic nature of a very young and fast-growing organization

Habib University is a pioneering institution providing a rich liberal arts education to the youth of Pakistan, to create a generation of socially responsible and critically conscious individuals, who can bring Pakistan to the forefront not only economically and financially, but also intellectually.

Habib University initiated classes in 2014 with 200 students, offering four undergraduate programs through the School of Arts, Humanities and Social Sciences and the School of Science and Engineering. The University is a modern learning space fully equipped with state-of-the-art research and teaching facilities in order to attract the best faculty from around the world.

Habib University Foundation (H.U.F.) is a not-for-profit organization, which commenced its work in 2007. H.U.F responds to existing gaps in the educational scenario of Pakistan, by supporting educational initiatives, research and innovation. It is focused on improving the status of education within the country by supporting research, planning and implementation of innovative educational models. H.U.F. extends support at all tiers of education delivery within the country including higher education, vocational skill development, pre-tertiary education and research and advocacy.

To apply, send your resumes to recruitment@habib.edu.pk. Please mention the position that you are applying for in the subject line of your email.