Habib University
Job Description

Position Title	Statistician
Department	Office of Admissions

Scope of the Position
The incumbent will work with the Office of Admissions and be responsible for conducting statistical data analyses by developing analysis protocols, compiling data, managing data bases, analyzing data using specialized statistical computer programs, and presenting research results in numerical and graphic formats

Summary of Key Functions
He/ she will be required to; • Undertake required analysis and designs data collection tools and processes as per requirement. • Collect data from primary or secondary data sources and maintain databases/data systems • Filter and clean data, and code it as per need • Interpret data, analyze results using statistical analysis software and techniques and identify trends and patterns in the data • Develop ongoing reports by creating data tables/charts/graphs and writing interpretative narration to present trends and patterns • Assist the Admission team in improving the data management system

Required Qualification, Experience and Skills	
Qualifications and Skills Required	• Bachelors/Master degree in Mathematics, Economics/ Computer Science/ Information Management/ or Statistics • 2 to 3 years working experience as a data analyst • Technical expertise regarding database design and data analysis techniques • Skills for using statistical packages for analyzing large datasets (Excel, SPSS etc.) • Strong analytical skills with the ability to collect, organize, analyze data with attention to detail and accuracy • Report writing and presentation skills • Ability to work in teams

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. The University is being established in Karachi, Pakistan.

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.