

**Habib University
Job Description**

Position Title	SAFA Assistant
Department	Admissions
Reporting Relationship	Director, Admissions
Dated	September, 2015

Scope of the Position

The incumbent will be responsible to provide administrative assistance to the Admissions team. He/she will also be communicating with the students for SAFA and coordinating among different units of the office.

Summary of Key Functions

Specific Role:

- **Handling Communication and Coordination among various Office Units**
 - Coordinating for SAFA information and documents among various departments and teams
 - Keeping records/checklists of documents received and handing over the documents to student finance
 - Acquiring updates from Student Finance for documents review

- **Communicating with the Students for SAFA**
 - Communicating with the students and follow-up for timely submission of documents
 - Communicating SAFA Decisions to students through emails
 - Responding to students queries
 - Communicating revised decisions
 - Arranging and organizing SAFA Meetings with the students and parents
 - Assisting students and parents in filling SAFA applications

- **Providing Administrative Assistance to Admissions Team**
 - Facilitating the Manager Admissions and Deputy/manager TIPS for their administrative work such as printing and dispatching the letters, sending communication material etc.
 - Assisting in organizing events and managing the logistics

Required Qualification, Experience and Skills

Qualifications and Skills Required	<ul style="list-style-type: none"> • Preferably hold Bachelors degree or equivalent professional qualification. • About three years' relevant work experience including preferably one year in a higher education institute in similar capacity. • Technically sound having proficiency in various IT tools such as MS Excel, Word, Power Point, Outlook, etc. Specially well-developed skills for Excel are needed • Good communication and counseling skills. • Well organized and team player. • Willingness to travel, as and when required • Mature, self-driven, results-oriented individual, who displays flexibility and ability to handle multiple tasks simultaneously.
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	<ul style="list-style-type: none">• Flexible in terms of working hours (weekends, evenings, etc.) as needed• Willingness to travel, as and when required• Mature, self-driven, results-oriented individual, who displays flexibility and ability to handle multiple tasks simultaneously.• Flexible in terms of working hours (weekends, evenings, off days etc.) as needed
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