

Habib University
Job Description

Position Title	Coordinator of Campus Life
Department	Student Life

Scope of the Position
The Coordinator of Campus Life will assist the Student Life staff in running all Student Activities and Clubs. This individual must be prepared to interact directly with students. The role will require this individual often works in the afternoons and evenings. S/he will create an open, welcoming, and helpful environment for students through their actions and activities.

Summary of Key Functions
<p>Key Responsibility & Duties :</p> <ul style="list-style-type: none"> • Take the lead in planning and hosting Student Activities and events. • Work closely with student clubs to provide support for club patrons and student leaders. • Offer workshops and trainings for student leaders and club patrons. • Network within Karachi and beyond to help create opportunities for students. • Assist in building the meta-curricular structure for student success. • Assist departmental staff in other initiatives. • Work with an online database program to assist in tracking student engagement and clubs. • Provide assistance to unit level staff in planning and implementing project initiatives. • Provide excellent customer service. • Other duties as assigned and appropriate.

Required Qualification, Experience and Skills	
Qualification & Experience	Master's degree in a higher education, student affairs, college student personnel or a related field strongly preferred. Alternatively, Bachelor's degree with 2-4 years of experience working in a similar capacity, preferably in an educational setting.
Essential Skills	<ul style="list-style-type: none"> • Excellent oral and written English language communication skills. • Knowledge of national, regional, and international trends and best practices in education. • Demonstrated experience with development and implementation of programs and events (prefer in an educational setting). • Demonstrated successful experience in event management. • Flexible in terms of working hours (evenings and weekends) – this position will work in the late afternoon and evening most workdays. • Mature, self-driven, results-oriented individual, who displays flexibility and ability to handle multiple tasks simultaneously. • Possess strong interpersonal skills with the ability to work with others across departmental/divisional lines.
Additional Skills:	<ul style="list-style-type: none"> • Previous experience leading team building exercises or retreats. • Experience working with students. • Experience working in an institution of higher education. • Knowledge of Student Affairs principles and practices. • Knowledge of Karachi, Pakistan, and the geographic region – to assist in planning off-campus events.

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.