



Job Description
Program Coordinator – Comparative Liberal Studies
School of Arts, Humanities and Social Sciences

POSITION DESCRIPTION

The program coordinator will be responsible for the center's documentation, maintaining records and coordinating with other departments. The coordinator will also be responsible for arranging and executing events, and maintaining networks and communication. The coordinator is responsible for providing any support required.

DUTIES AND RESPONSIBILITIES

- ✓ Assistance to faculty
- ✓ Arranging meetings, documentation, record maintenance
- ✓ Plan, organize and execute events
- ✓ Provide assistance with administrative and academic tasks
- ✓ Facilitate and build
- ✓ Gathering and collating program-related data
- ✓ Budget preparation and maintenance

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduation and/or Post Graduation ✓ Any other specific qualification like, certification etc.
Required Experience	✓ 1 year in relevant field

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Communication skills	High
2.	Organizational skills	High
3.	Background in liberal studies	High
4.	Microsoft suite	High
5.	Familiarity with web technology	Medium

More information about the School of Arts, Humanities and Social Sciences can be found at <https://habib.edu.pk/academics/ahss/>

Applicants need to submit a cover letter, curriculum vitae, and copies of academic documents to be considered. The application package can be emailed to shoaib.khan@habib.edu.pk CC to omar.mansoor@habib.edu.pk

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