



Job Description
Program Coordinator - Integrated Science and Mathematics
School of Science and Engineering

POSITION DESCRIPTION

The Program Coordinator will provide administrative assistance to the Program Director in tasks related to the running, planning, and promotion of the Integrated Sciences and Mathematics program at Habib University.

DUTIES AND RESPONSIBILITIES

- ✓ Supporting the Program Director in planning and implementation of the program goals to fulfill the mission of the program
- ✓ Managing program affairs, overseeing daily operations and prioritizing tasks while ensuring that policies and procedures are followed
- ✓ Identifying possible relationships at national and international levels appropriate to the nature and goals of the program. Acts as a resource person for program information
- ✓ Overseeing the development and delivery of workshops, seminars and other events organized by the program
- ✓ Scheduling and attending meetings, creating agendas, taking minutes and helping faculty maintain course files
- ✓ Helping the program director in the orientation of new faculty
- ✓ Communicating with guest speakers
- ✓ Organizing program events
- ✓ Other relevant tasks assigned by the Program Director

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ 16 years of Education
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Verbal and written communication skills	High
2.	Organizational skills	High
3.	Exposure to a Liberal Arts education	Medium
4.	Expertise in digital media	Medium

More information about the School of Science and Engineering can be found at <https://habib.edu.pk/academics/sse/>

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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