



### Job Description

Position Title	Centre Coordinator
Department	The Playground
Reporting To	Director, The Playground
Date	September 2017
Type of Position	Full Time

#### **POSITION DESCRIPTION**

The Playground Coordinator will provide administrative assistance to the Director and Assistant Director in tasks related to the running, planning, and promotion of the Playground, Centre for Transdisciplinarity, Design & Innovation at Habib University.

#### **DUTIES AND RESPONSIBILITIES**

- ✓ Supporting the Director and Assistant Director in planning and implementation of the centre goals to fulfill its mission.
- ✓ Assisting with the development and delivery of pop-up classes, workshops, talks and other events organized by the centre.
- ✓ Overseeing the organizing of centre events, including arrangements for local and foreign trainers and guest speakers.
- ✓ Scheduling and attending meetings, creating agendas and taking minutes.
- ✓ Administering the work-study student staff at the Playground, including trainers at other maker spaces on campus.
- ✓ Liaising with coordinators of related spaces that are part of the Playground ecosystem.
- ✓ Administering the social media presence, information flyers, website, newsletters, reports, internal forms and various materials to facilitate programs and services.
- ✓ Act as a resource person for program information.
- ✓ Accomplish other relevant tasks assigned by the Director and Assistant Director.

#### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ 16 years of education
Required Experience	✓ At least two years of work experience as a manager / coordinator

#### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	Organizational Skills	High
2.	Verbal and Written Communication Skills	High
3.	Exposure to a Liberal Arts education	Medium
4.	Exposure to Design thinking ideas	Medium
5.	Expertise in digital media	Medium