



Job Description

Position Title	Policy Specialist
Department	Institutional Effectiveness and Student Affairs Department
Reporting To	Vice President for Institutional Effectiveness and Dean of Student Affairs
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be responsible to participate in revitalization of policies and to drive the future organization, review and maintenance of all University policies. The Policy Specialist will work with the Academic and Student Affairs Policy Committee on all matters pertaining to policies that impact Habib University. He/She will benchmark, research, review, and revise existing policies and act as the primary content developer for new policies with the goal to create a robust and informative repository of policies.

RESPONSIBILITIES

- ✓ Develop policies, standard operating procedures, and supporting forms and documents
- ✓ Understand, interpret, and convey detailed and complex information to stakeholders through town hall meetings, policy memos, and other appropriate means to keep the Habib community apprised of policies
- ✓ Collaborate with faculty, staff and students to identify gaps in policies
- ✓ Stay abreast with Federal and State guidelines for Higher Education Commission, and accreditation requirements for all programs at Habib University
- ✓ Compile data, write reports and make presentations to inform University planning, enhancement, and effectiveness
- ✓ Review, research and benchmark partner and competitor institutions in terms of various policies.
- ✓ Carry out administrative tasks required to support the work of the Academic and Student Affairs Policy committee
- ✓ Create, maintain, and administer the policy website and searchable database.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> ✓ Bachelor's degree in business, corporate communications, technical writing, law or related field
Required Experience	<ul style="list-style-type: none"> ✓ At least 2 years of work experience in a higher education policy environment ✓ Background of policy development and an understanding of the legal and legislative aspects of policy-making ✓ Experience in research and/or policy environment of higher education. ✓ Experience preparing manuscripts for publication ✓ Technical or legal report writing experience ✓ Experience with data analysis and presentation skills

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Excellent verbal and written communication skills	High
2.	Experience in use of basic research tools	High
3.	Knowledge of data organization and storage	High
4.	Ability to multitask and take initiative	High
5.	Detail and process oriented	High

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6.	Ability to manage competing deadlines in a fast paced environment	High
7.	Proficient in use of computer software	High
8.	Organization Skills	High
9.	Time Management Skills	High
10.	Detail Orientation	High
11.	Creative Approach	High

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