



Job Description
Senior Program Coordinator
School of Arts, Humanities and Social Sciences

POSITION DESCRIPTION

The senior program coordinator will report to the Dean of the school, and will be responsible for managing the daily activities of the Deans office. The individual will also support the Program Directors by supervising program coordinators/assistants, overseeing the allocation and completion of tasks.

DUTIES AND RESPONSIBILITIES

- ✓ **Management of Dean's Office and Support to Program Directors**
 - Scheduling Deans and Program Directors meetings for the academic year, ensuring that a program staff is assigned to record minutes and circulate according to established protocol
 - Organizing Board of Faculty meetings and ensuring documentation and recordkeeping of all information
 - Supporting the school leadership in organizing curricular workshops, or other related activities inclusive of student and faculty town halls
- ✓ **Administrative management of program staff (program coordinators)**
 - Supervising and allocating tasks to all program coordinators working for the school, and overseeing work allocated to them by respective Program Directors
 - Training the Program Coordinators for assisting the Program Directors with program building and development
 - Supervising all curriculum review committee work and ensuring documentation being maintained by program coordinators
- ✓ **Faculty Management Support**
 - **Faculty Recruitment**
 - Supervising faculty recruitment for the entire school, through the program coordinators allocated to each program. Supporting and supervising the chair of search committee (s) of faculty to schedule interviews, conduct job talks, complete necessary paperwork/ file for Dean's review. The work needs to be conducted via Program Coordinators/ Assistants allocated to the program.
 - **Faculty Review (Conducted by Program Directors and the Dean)**
 - Assisting the Program Director, via Program Coordinators and Program Assistant (s) in conducting faculty annual review, following stated timelines and processes, as defined in policies set.
 - Directly assisting the Dean in finalizing annual reviews (including completion of all necessary documents) and submission of all required information to President's Chief of Staff Office.
- ✓ **Student Support and Guidance**
 - Training the program coordinators to build capacity to respond to student academic queries and directing them to the right resource.
 - Providing students of all undergraduate programs with required guidance pertaining to their academic requirements.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ Graduation and/or Post Graduation
Required Experience	✓ 2-3 years of experience in relevant field.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication Skills	High
2.	Organizational Skills	High
3.	Training Skills	High
4.	MS Office	Medium
5.	Understanding of Liberal Arts education	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 farhamand.safa@habib.edu.pk

Habib University is an Equal Opportunity Employer