



Job Description

Position Title	Intern
Department	Office of Admissions
Reporting To	Assistant Manager Admissions
Type of Position	Contractual

POSITION DESCRIPTION

The Office of Admissions play a vital role in the larger mission of Habib University. The Office of Admissions is responsible for managing the entire admissions process efficiently and smoothly providing support to each student at various levels of the admissions process.

The Office of Admission's intern will get a glimpse of what it is like to work in the Admissions and higher education sector. Interns are contemplated to be passionate about Habib University, speak and communicate well and enjoy interacting with students, parents and general inquirers. The intern will also be responsible to lead campus tours, take care of logistics for various event and activities related to admissions, making calls, drafting and sending emails and text messages to potential students and generally representing the university at various platforms

DUTIES AND RESPONSIBILITIES

- ✓ Leading campus tours
- ✓ Meeting with students and parents informally and connect them to the proper resource to resolve their general queries and concerns.
- ✓ Corresponding with students through phone, email, text messages and mail
- ✓ Following university policies and guidelines related to the admissions process and otherwise
- ✓ Working closely with the admissions counselors to provide support wherever required
- ✓ Taking care of logistics for various events including admissions test and interviews
- ✓ Invigilating in HU entrance examination
- ✓ Conducting routine administrative tasks
- ✓ Carrying out additional responsibilities and tasks as assigned by Admissions Counselors and Managers

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduation and/or Post Graduation
Required Experience	✓ 0-6 month of experience preferably in related field.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Good written and oral communication skills	High
2.	Flexible in terms of working hours (weekends, evenings, etc.) as needed	High
3.	Energetic and quick at responding	High
4.	Well organized and team player	High
5.	Mature, self-driven, results-oriented individual, who displays flexibility and ability to handle multiple tasks simultaneously.	High

Revision Date		Version	
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