



Job Description

Position Title	Coordinator
Department	Center for Media and Design [CMD]
Reporting To	Director, Center for Media and Design

POSITION DESCRIPTION

The incumbent will be responsible for day to day tasks (management, administrative, etc.) of the Center for Media and Design, reporting to the Director-CMD.

DUTIES AND RESPONSIBILITIES

- Assisting the Director in management, administrative matters of the Center or any other task assigned by the Director
- Managing oversight of all Center activities and organizational functioning
- Planning and organize events, meetings, workshops, seminars etc.
- Managing communications, social media and coordinate with MarCom as and when required
- Coordinating with various university departments and/or student clubs on logistics and planning
- Assisting during classes, as and when required
- Any additional responsibilities arising within the Center will be delegated accordingly

REQUIRED JOB SPECIFICATIONS

Required Qualification	Graduation– BA/BS required in social sciences/communications/design
Required Experience	Not Applicable

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Must have strong communication (written, verbal) & interpersonal skills	High
2.	Able to demonstrate excellent organizational and analytical skills	High
3.	Possess operational skills, including ability to work and deliver projects independently and proactively	High
4.	Ability to manage multiple relationships and coordination between departments	Medium

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

Revision Date		Version	
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