



Job Description

Position Title	Coordinator, Honors Program
Department	Office of Undergraduate Education & Accreditation (UGEA)
Reporting To	Assistant Director, Honors Program
Date	August 2021
Type of Position	Regular

POSITION DESCRIPTION

Habib University's Honors program seeks to provide a rigorous and personalized academic learning (research-oriented), leadership and service experience to the most talented and well-rounded students who aspire to pursue an academic/research based career. Reporting to the Assistant Director, the Coordinator of Honors Program will support the University's initiative of implementing the Honors program.

The incumbent will provide administrative support to the Assistant Director in tasks related to the running, planning and promotion of the Honors Program at Habib University. Additionally, the individual will also assist in providing day-to-day administrative support in areas of data and records management, communication, and coordination with internal and external stakeholders.

Candidates who show initiative, are self-starters, and are familiar with liberal arts universities will be preferred.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this position include, but are not limited to, the following functions:

- ✓ Coordinate the program's correspondence and manage data and student records. As needed, execute formal correspondence to students, faculty, staff, and other on- and off-campus constituents. Maintain internal records related to scholarship awards, conference attendance, graduation, and honors courses. Communicate relevant scholarship, honors status, and course information to students and appropriate university departments.
- ✓ Perform event planning and planning support for Honors events including student recruitment, orientation, workshops, seminars, etc.
- ✓ Coordinates program logistics and provides administrative assistance to support the Honors curriculum, seminars, and other initiatives taken by the program
- ✓ Assist in the marketing and communication of relevant activities to students, faculty, advisors, and other administrators. Assist with the development of marketing collateral including the Honors Program web site.
- ✓ Contribute to the overall success of the Honors Program and the Office of the Undergraduate Education & Accreditation by performing all other duties as assigned
- ✓ Support the Offices of Resource Development, Global Engagement and Student Recruitment and Admissions Office for activities related to the Honors Program.
- ✓ Contribute to the overall success of the Honors Program and the Office of the Undergraduate Education & Accreditation by performing all other duties as assigned.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ 16 years of education from an accredited institution
Required Experience	<ul style="list-style-type: none"> ✓ Some administrative experience is preferred but not necessary ✓ Possesses good oral, written and listening skills. ✓ Strong computer skills including ability to collect and analyzes information. ✓ Competent with Microsoft Office Word, Excel and PowerPoint.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Organizational and Operational Skills	High
2.	Communication skills (Verbal & Written)	High
3.	Interpersonal Skills	High
4.	Strong computer skills (different software, MS Office)	High

Applicants need to submit a cover letter, curriculum vitae, and copies of academic documents in order to be considered. The application package can be emailed to academic@habib.edu.pk.

Application will remain open until the position is filled.

Habib University is an Equal Opportunity Employer