JOB DESCRIPTION

Position Title	Coordinator Digital Media & Communications
Department	Marketing and Communications Department
Reporting To	Deputy Head- Marketing and Communications Department
Type of Position	Contractual – Full Time

POSITION DESCRIPTION

The coordinator for digital media and communication is responsible for managing, monitoring and updating all website associated work. This includes updating content on assigned Web-pages of HU-website and its subsidiary websites (Playground, CSAM, IDRAAC and others) via word-press accounts. This also includes coordination with website stakeholders to convert user requirements into technical requirements & workflow models. Apart from websites, the person is also responsible for providing support (planning, management and execution) for digital media campaigns and product development. Also responsible for updating assigned digital platforms.

DUTIES AND RESPONSIBILITIES

- Managing, Monitoring, Improving & updating all associated websites of Habib University that have been assigned.
- Collaborating in digital product development and bridging communications between stakeholders and development team.
- Providing support in planning, managing, executing and optimizing of digital media campaigns.
- Designing workflows, road maps and low fidelity wireframes (if required) for the revamping of websites.
- Handling of assigned digital media platforms.
- Coordinating in development of Habib University's E-newsletter.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelor's Degree, Preferred in CS or EE
Required Experience	✓ Fresh or 6 Months

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1	Capable of Multitasking	High
2	Interpersonal & Effective Communication skills	High
3	Written and Spoken English	High
4	Creativity & Critical Thinking	High
5	Well Aware of Habib University (Must be a HU Alumni)	High