



## JOB DESCRIPTION

Position Title	Assistant Manager, Academic Recruitment
Department	Academic Operations
Reporting To	Manager, Academic Operations
Type of Position	Full Time

### POSITION DESCRIPTION

Assistant Manager, Academic Recruitment will be responsible to manage all the processes related to recruitment and selection of academic positions, including faculty, academic administrators, visiting scholars, research assistants and program coordinators. The incumbent will directly coordinate with Deans and Program Directors to ensure efficient management of academic recruitment services

### DUTIES AND RESPONSIBILITIES

- ✓ Spearheading the academic recruitment function of the Academic Operations Department;
- ✓ Reviewing and improving the faculty recruitment and on-boarding strategy on an on-going basis;
- ✓ Identifying appropriate faculty recruitment forums, portals and strategies, and developing effective advertisements and communication messages to attract world class faculty at Habib University;
- ✓ Ensuring efficient organization of applications, and maintaining application records during and after the recruitment process;
- ✓ Coordinating with all the relevant stakeholders, including Program Directors and Deans for screening and short listing candidates for faculty and other academic positions;
- ✓ Scheduling and organizing Interviews, Job talks and campus visits of faculty candidates;
- ✓ Maintaining contact with all the short listed candidates on an on-going basis, ensuring communication of regular updates to them on their applications;
- ✓ Ensuring application of best practices in preparing new and renewing contracts;
- ✓ Managing the probation review and annual review processes of faculty;
- ✓ Ensuring that all data related to faculty is accurate and updated at all times and faculty profiles on the website is update regularly;
- ✓ Assisting the Head of Department in implementing the annual faculty promotion process;
- ✓ Leading the faculty on-boarding process and monitoring its effective implementation by engaging relevant stakeholders;
- ✓ Supporting relevant departmental staff in managing faculty and recruitment data and dashboards at all times; and
- ✓ Preparing presentations or other communications on recruitment, as required by the Dean's and other offices

### REQUIRED JOB SPECIFICATIONS

Required Qualification	MBA in Human Resource Management or similar qualifications
Required Experience	✓ 3+ years of relevant experience, preferably in an education institution

### REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Management (Planning, organizing, directing)	High
2.	Communication Skills	High
3.	Computer Proficiency (MS Office, MS Outlook)	Medium

Applicants need to submit a cover letter and resume to **academic@habib.edu.pk**. Application will remain open until the position is filled.