



Job Description

Position Title	Senior Manager, Habib University Exceptional Scholars' Program (HU ESP)
Department	Office of Undergraduate Education & Accreditation (UGEA)
Reporting To	Director, Habib University Exceptional Scholars' Program (HU ESP)
Date	October 2021
Type of Position	Regular

POSITION DESCRIPTION

Habib University Exceptional Scholars' program (HU ESP) 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 Director HU ESP, the Senior Manager position provides a pivotal role that will help conceptualize, develop, implement and lead the HU ESP among high-achieving undergraduates at Habib.

The Senior Manager will play a key role in the programming and accountability that support student success and co-curricular activities of the program. They will also be responsible for identifying new honor students for the HU ESP; design programs and create events for students in the program that support persistence, retention, and completion; tracking student progress; providing support for internships and placement; working with students, faculty, staff, and external stakeholders to coordinate the co-curricular activities of the program.

Applicants for this position will demonstrate commitment to academic quality and rigor and to the success of the students in the program, and willingness to enhance the initiative by providing support to the Student Recruitment and Admissions and Resource Development offices. Due to the nature of the role, the incumbent will need to understand the University's philosophy and academic programs. 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:

Program Development & Strategy

- ✓ In collaboration with the Office of Student Success, develop application criteria and guidelines for student recruitment. Support the Office of Student Recruitment and Admissions in the recruitment of students into the Honors Program.
- ✓ Develop a calendar of activities and events that support the curricular and co-curricular goals of the Honors Program. This includes processing program proposals, supporting advertising and outreach efforts, and managing event planning and logistics.
- ✓ Develop programs and lead efforts to recruit faculty to participate in HU ESP program initiatives, including graduate school advisement, seminar sessions, independent studies, undergraduate research projects or creative works.
- ✓ Develop a systems and mechanism for the assessment of efforts in HU ESP, including data collection, analysis, and report drafting, requiring knowledge of program

objectives.

- ✓ Provide leadership in orienting and advising HU ESP students, monitoring their adherence to basic requirements and their progress towards graduation, arranging for interventions as needed (through the Office of Academic Performance). Develop manuals and guidelines on student advising specific to the Honors Program.
- ✓ Manage communications with students and other constituents regarding the Honors Program and assist in the marketing and communication of relevant activities to students, faculty, advisors, and other administrators. Oversee the development of marketing collateral including the Honors Program web site.

Administration & Operations

- ✓ Prepares and manages HU ESP budget, monitoring and reporting expenditures
- ✓ Plan, coordinate, and prepare materials for undergraduate student workshops and programs. May present/facilitate workshops as needed
- ✓ Coordinates program logistics and provides administrative support for program staff, including on-site supervision of events, oversight of facilities use, and support with problem resolution as required.
- ✓ Communicate with internal and external communities about Honors Program activities, achievements, and opportunities.
- ✓ Support the Offices of Resource Development and Global Engagement on fundraising and advancement initiatives
- ✓ Contribute to the overall success of the HU ESP and the Office of the Undergraduate Education & Accreditation by performing all other duties as assigned
- ✓ Work with the Student Recruitment and Admissions Office on the recruitment and admission of students into the Honors Program

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ Master's Degree from an accredited institution – preferably from US institution and with a scholarship
Required Experience	<ul style="list-style-type: none">✓ Minimum 5 years' experience in a similar role (including management experience) and demonstrate, leadership, communication abilities, time management and good financial skills, as they may be required to handle budgeting.✓ Ability to meet deadlines and to juggle multiple, important priorities, and is comfortable in a fast-paced environment.✓ Possesses good oral, written and listening skills. Ability to effectively communicate with a wide range of individuals and constituencies in a diverse university community.✓ 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.	Work Management (organizing, planning, leading, supervising)	High
2.	Strategizing and planning	High
3.	Strong Communication skills (Verbal & Written)	High
4.	Interpersonal Skills	High
5.	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.

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