Job Description

Position Title	Coordinator for the Office of Associate Dean for Teaching and Learning
Department	Office of Associate Dean for Teaching and Learning
Reporting To	Associate Dean for Teaching and Learning
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will provide administrative support to the Associate Dean, in organizing trainings and workshops through the Centre for Pedagogical Excellence. In addition, the individual will assist the Associate Dean in providing day to day administrative support, drafting communications and documents and coordinating with internal and external stakeholders.

DUTIES AND RESPONSIBILITIES

- Taking care of the administrative requirements needed for smooth operations of the Center for Pedagogical Excellence and all its programming and events.
- Overseeing the management of resources, hardware and inventory at CPE and supporting the Associate Dean in planning and managing the CPE budget
- Helping in the drafting of policies, presentations, communications and support documents as needed by the Associate Dean Teaching Learning and Research (TLR) and CPE.
- Identify and maintain content on CPE website and relevant social media platforms representing the work happening at the CPE.
- Maintaining all the data related to CPE programs and services, and create dashboards to analyze and visualize the data.
- Providing day-to-day support to the Associate Dean T&L on administrative matters including organizing meetings, recording meeting minutes and reminding members on action items.
- Preparing and maintaining relevant documents, reports, resources etc.
- Accomplish other relevant tasks assigned by the Associate Dean.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ 16 years of education
Required Experience	✓ Administrative experience in a university setting.
	✓ The candidate should demonstrate effective communication and time management skills, and ability to learn and deliver without extensive supervision.
	✓ Prior experience of creating marketing materials and presentation in Canva and/or other tools.
	✓ Prior experience of using excel to maintain data and creating dashboards. Power BI experience will be a plus.
	✓ Experience of curating content for website and creating newsletters is preferred but not necessary.
	✓ Must have an eye for detail.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Creative Skills	High
2.	Organizational and Operational Skills	High
3.	Verbal and Written Communication Skills	High
4	Expertise in digital media	Medium
5	Data management	High

Applicants need to submit a **cover letter**, **curriculum vitae**, and **copies of academic documents** to be considered.

The application package can be emailed to academic@habib.edu.pk.

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