



## JOB DESCRIPTION

Position Title	Asst. Director Industrial Relations
Department	Office of Student Success
Reporting To	Senior Director Student Success
Type of Position	Full Time

### POSITION DESCRIPTION

The incumbent will be responsible for working with the University Industrial Advisory Board (UIAB) by communicating and coordinating with the Board members, engaging them in all planned activities and developing tools to keep them updated about HU. The person will be responsible for identifying new members in collaboration with university leadership and inducting them in the Board. Communication, coordination and engagement with internal academic and career leadership for all UIAB related matters and activities will also be the part of key responsibilities.

Besides Working with UIAB, the position will also be responsible for supporting the Office of Career Services in building industry relationships and expanding their network of partners for various career related tasks.

### DUTIES AND RESPONSIBILITIES

- **Working with University Industrial Advisory Board**
  - Communicating and collaborating with all UIAB members for all matters
  - Taking a lead in organizing all events and activities pertaining to UIAB
  - Undertaking all documentation related to UIAB such as meeting minutes, event reports, key findings from curriculum meetings etc.
  - Creating and maintaining a website for UIAB
  - Developing newsletter and other essential material to keep UIAB members engaged and updated.
- **Supporting the University in Identifying and On-boarding of New UIAB Members**
  - As per need identifying new UIAB members in collaboration with University Leadership
  - Engaging with the identified members to bring them on-board
  - Managing their on-boarding for UIAB
- **Supporting the Office of Career Services for Enhancing Industry Relationships**
  - Closely working with the Head of Career Services to support the Office in enhancing its Industrial relationships as per their annual plans
  - Connecting the Office with new industry partners
  - Assisting the Office in identifying relevant industries and industry leaders for various tasks
- Support as and when required for other University related events

### REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ A Bachelor's degree with at least 4-5 years of experience of working in similar capacity
Required Experience	✓ 4-5 years of professional work experience in corporate relationship building, research and business development ✓ Experience of working directly with industry leadership is recommended

Revision Date		Version	
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**REQUIRED JOB COMPETENCIES**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Interpersonal skills to develop new relationships and maintaining them (students, employers, staff & faculty) such as team work, listening skills, ability to ask questions and negotiate etc.	High
2.	Written & Oral Communication skills to express ideas and arguments, perusing for ideas and convincing people (in English and Urdu). Presentation skills are essential	High
3.	Technology skills using MS Office especially excel, database, social media tools etc.	High
4.	Ability to connect with new people and build and manage relationships	High
5.	Planning skills to undertake a task through a properly thought-out process and timelines	High
6.	Proactiveness and agility to take initiatives and meet with the evolving nature of work.	High

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Verified By (For HR Only)

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Line Manager (If Any)

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Head of the Department

Revision Date		Version	
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