Job Description

Position Title	Senior Manager / Assistant Director, Graduate School Curation Program
Department	Office of Undergraduate Education & Accreditation (UGEA)
Reporting To	Associate Dean, Undergraduate Education & Accreditation
Date	August 2022
Type of Position	Regular

POSITION DESCRIPTION

Habib University's Graduate School Curation Program (GSCP) 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 Associate Dean of UGEA, the Senior Manager / Assistant Director, GSCP is a pivotal role that will conceptualize, develop, implement and lead the GSCP that will cultivate excellence among high-achieving undergraduates at Habib.

GSCP will have measurable benefits across the student body as well as potential for recruiting high quality students in general. The benefits to the student body would complement Habib University's commitment to empowering talented learners to become leaders in improving Pakistan and the world. Similarly, the general goals of GSCP are similar to those of many liberal arts institutions (especially in United States). As a prestigious initiative, the Habib GSCP is designed to prepare Habib University students for advanced postgraduate academic studies and research. The program also incentivizes faculty to engage Tehqiq scholars (name given to students enrolled in GSCP) in their own research as an asset to their academic projects while simultaneously guiding Tehqiq (meaning research) students in constructing their own research agendas.

The Senior Manager / Assistant Director will provide strategic leadership, programming, and accountability that support student success and co-curricular activities of the program. They will also be responsible for identifying new GSCP students for the Program; work with faculty to design academic programs and create events for students in the program that support persistence, retention, and completion of the GSCP requirements; tracking student progress; providing support for research, 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.

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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 effective marketing and communication about the GSCP.

- ✓ Develop a calendar of activities and events that support the curricular and co-curricular goals of the GSCP. 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 GSCP 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 the program, including data collection, analysis, and report drafting, requiring knowledge of program objectives.

- ✓ Provide leadership in orienting and advising GSCP 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 GSCP 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 GSCP web site.

Administration & Operations

- ✓ Prepares and manages GSCP 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 GSCP activities, achievements, and opportunities.

- ✓ Work with the Student Recruitment and Admissions Office on the marketing & communication to potential students about the GSCP

- ✓ Support the Offices of Resource Development and Global Engagement on fundraising and advancement initiatives

- ✓ Contribute to the overall success of the GSCP and the Office of the Undergraduate Education & Accreditation by performing all other duties as assigned.

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REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ Master's Degree from an accredited institution – preferably from US institution and with a scholarship
Required Experience	✓ Minimum 7 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)		
S#	Competency	Criticality (High / Low / Medium)
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

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Verified By (For HR Only)   Line Manager (If Any)   Head of the Department

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