JOB DESCRIPTION

Position Title	Deputy Manager Alumni Data and Research - Office of Alumni Relations and Engagement (OARE)
Department	Office of Alumni Relations and Engagement (OARE)
Reporting To	Head of OARE
Type of Position	<mark>Full Time</mark> / Part Time / Contractual / Internship
Apply Here	https://habib.edu.pk/hu-careers/apply-online

POSITION DESCRIPTION

The incumbent will report to the Head of Office of Alumni Relations and Engagement (OARE). The person will be responsible for developing the strategy for collecting alumni data and success/impact stories in collaboration with the Head OARE. The person will be responsible for executing the strategy and plans for collecting, sorting, compiling and analyzing the data and creating reports. The overall work scope will include annual alumni surveys, four-year surveys, FGDs with alumni for a variety of purposes and researching on alumni success and impact stories and documenting them

DUTIES AND RESPONSIBILITIES

- **Creating an Overall Framework for Managing Alumni Data – Data Strategy**
    - Developing a comprehensive plan to meet the diverse needs of data collection, analysis, report writing and dissemination in collaboration with various relevant office of HU
    - Identifying and creating appropriate tools and mechanism for collecting data and archiving it in an organized and accessible way
    - Defining Alumni data cycle

- **Conducting Annual Alumni Survey**
    - Designing the survey
    - Ensuring timely data collection using a variety of tools and methods
    - Sorting and analyzing the data
    - Creating dashboards
    - Developing annual survey report to communicate Alumni Career status

- **Conducting Four-Year Alumni Survey**
    - Designing four-year survey
    - Ensuring timely data collection using a variety of tools and methods
    - Sorting and analyzing the data
    - Creating dashboards
    - Developing four-year survey report to communicate Alumni Career status.

- **Researching Alumni Success and Impact Stories**
    - Creating a mechanism to identify inspiring success and impact stories of Alumni
    - Using appropriate research method to capture identified stories
    - In collaboration with OARE team, documenting stories for dissemination in written/video forms

- **Working on Employers' Surveys in Collaboration with Career Office**
    - Working with the Head of Career Services for Employers' survey to understand Alumni success from employers' perspectives
    - Assisting Career Office team in managing the survey

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- **Participate in other Activities as and when required**
  - Working with other teams as and when needed
  - Serving on University committees and groups to support the University in achieving its vision and goals

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ A Bachelor's degree with at least 2-3 years of experience of working in similar capacity
Required Experience	✓ 2-3 years of experience of working in similar capacity or an experience of using similar skill set and process.

REQUIRED JOB COMPETENCIES		
S#	*Competency*	*Criticality (High / Low / Medium)*
1.	Interpersonal skills to develop new relationships and maintaining them (Alumni, 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.	Research skills in terms of designing research studies, surveys, FGDs, case studies etc.	High
4.	Data analysis and report writing skills using statistical data analysis software	High
5.	Skills for developing dashboards	Medium
6.	Planning skills to undertake a task through a properly thought-out process and timelines	High
7.	Proactiveness and agility to take initiatives and meet with the evolving nature of work.	High

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

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