



Job Description

Position Title	Senior Officer, Undergraduate Education
Department	Office of Undergraduate Education & Accreditation (UGEA)
Reporting To	Senior Manager, QEC & Accreditation
Date	August 2022
Type of Position	Regular
Apply Here	https://habib.edu.pk/hu-careers/apply-online

POSITION DESCRIPTION

The Office of Undergraduate Education and Accreditation aims to develop and lead a comprehensive institutional assessment program to support the university's mission and strategic initiatives. Working within the Office of Undergraduate Education & Accreditation, this position supports this goal, and hence the broader educational effectiveness agenda of the University, as it engages with key university curriculum and accreditation activities.

The Senior Officer, Undergraduate Education will support the implementation of all curriculum review and accreditation activities undertaken by the Office of Undergraduate Education and Accreditation Reporting to the Senior Manager, QEC & Accreditation, will be working collaboratively with different offices on various curriculum review and accreditation matters.

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:

- ✓ Ensure smooth operational and logistical management of the curriculum processes and associated activities including curriculum framework compliance, implementation of curriculum policies and procedures; annual course review process; and timely dissemination of curriculum information.
- ✓ Support the University's efforts in meeting programmatic and institutional accreditation requirements at the national and international level. This includes assisting with the maintenance of Course Files, Outcome Based Assessment and compliance with other requirements of the different accreditation councils.
- ✓ Work collaboratively with key University stakeholders including the Office of Teaching and Learning, Quality Enhancement Cell, Office of the Registrar and Office of Academic Performance, on curriculum review and accreditation policies and procedures.
- ✓ Coordinate the logistics and provides administrative assistance to support the accreditation and curriculum review initiatives taken by the UGEA office.
- ✓ Assist in the marketing and communication of relevant activities to students, faculty, advisors, and other administrators.
- ✓ Contribute to the overall success of the Office of the Undergraduate Education & Accreditation by performing all other duties as assigned.

REQUIRED JOB SPECIFICATIONS

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Required Qualification	✓ 16 years of education from an accredited institution
Required Experience	<ul style="list-style-type: none"> ✓ Relevant work experience, preferably in a higher education environment. ✓ Possesses good oral, written and listening skills. ✓ 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.	Organizational and Operational Skills	High
2.	Communication skills (Verbal & Written)	High
3.	Interpersonal Skills	High
4.	Strong computer skills (different software, MS Office)	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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