



JOB DESCRIPTION

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

POSITION DESCRIPTION

The incumbent will be responsible to lead the Office of Alumni Relations and Engagement at Habib University. As a key leader of the Office, the person will be responsible to manage the entire portfolio of the Office. The person will play key role in developing, implementing and assessing the programs for engaging Alumni and developing their cohesive community in collaboration with the Head of Career Services and Senior Director Student Success. The person will also be required to lead a small team of OARE and mentor them for their specific tasks. The person will also be responsible to collaborate with various offices of the University to achieve the goals set for the office.

DUTIES AND RESPONSIBILITIES

- **Developing and Implementing Alumni Engagement and Community Building Programs**
 - Designing a diverse program to build a cohesive community of alumni
 - Developing comprehensive program to engage alumni in all the three strategic goals of the University
 - Engaging HU relevant offices and Alumni Council in designing the Program
 - Ensuring effective and timely implementation of the Programs
 - Developing indicators and assessing the impact of programs and activities
 - Ensuring that HU Alumni Association is working effectively
- **Designing and Leading Alumni Data and Impact Portfolio**
 - Developing strategies, tools and methods of collecting alumni success data and impact stories
 - Working with HU IT team for creating required IT platforms
 - Working with the team of Institutional Research for the analysis of the data and developing reports
 - Creating platforms for the dissemination of alumni success data and stories to internal and external stakeholders
- **Creating and Implementing a Comprehensive Communication Strategy**
 - Developing a holistic communication strategy to maintain effective communication channels with Alumni
 - Creating communication platforms/tools that include but not limited to Alumni website, Facebook Groups, Instagram, YouTube Chanel, Newsletters etc.
- **Leading the Operational Aspects of the Office**
 - Creating policies related to alumni access to campus, their participation, conduct and communication
 - Managing Alumni cards, campus access and other memberships
 - In collaboration with Office of Career Services and other administrative offices organizing all events and activities
 - Managing alumni access to campus
 - Dealing with the issues and problems arising vis-à-vis Alumni
 - Facilitating all HU offices vis-à-vis Alumni participation and information.

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- Managing budget and Team affairs
- **Leading and Mentoring the Team**
 - Ensuring team building and cohesiveness among team. Inspiring the team to be passionate, energized and responsible for their work while being empathetic and helpful for their team members
 - Engaging team in developing and designing programs
 - Helping the team to organize their workplans and work flows
 - In collaboration with the team, identifying their professional development needs and helping them to fulfill them
 - Undertaking ongoing and annual assessment of work and inspiring and guiding the team to improve their performance
- **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 4-5 years of experience of working in similar capacity or extensive engagement with students and experience of similar tasks
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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.	Technology and data management skills using MS Office especially excel, database, social media tools etc.	High
4.	Leadership skills to face challenges, work with ambiguity, service mindset and team building.	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

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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