



Job Description

Position Title	Assistant Manager/Lead Recruitment Operations (Campus Employment)
Department	Office of Career Services
Reporting To	Head of Career Services
Date	August 2022
Type of Position	Contractual
Apply Here	https://habib.edu.pk/hu-careers/apply-online

POSITION DESCRIPTION

Assistant Manager/Lead Recruitment Operations (Campus Employment) will lead and manage the end to end process of Student Employment Program. The incumbent will be responsible to manage the entire student employment process through established protocols, and coordinate with all relevant stakeholders (students/faculty/staff) and monitor the student employment process.

The incumbent, alongside Head of Career Services, will be required to work with IT team to ensure development, testing and deployment of a comprehensive 'Student Employment Portal' that features all procedural processes/forms for all stakeholders. He/She will also be required to monitor each phase of the student Employment Program dedicatedly to ensure all established protocols/checkpoints are followed and documented. The position will also require the incumbent to collate and analyze findings/data from received feedback and create a mechanism to share it with relevant teams at HU.

The position asks for flexibility with work schedule as and when needed.

DUTIES AND RESPONSIBILITIES

Leading and Managing Student Employment Program (SEP)

- Leading end to end processes of HU Student Employment Program.
- With the support of Student Employment team member, ensure processing all faculty and staff hiring requests and student employee extensions/terminations in timely manner.
- Facilitating and coordinating with staff/faculty in hiring Student Employees.
- Assuring that the entire process is being followed as required.

Development and Activation of Student Employment Portal

- Working directly with IT team to ensure development of Student Employment Portal and all its features.
- Identifying the processes involved in each stage of SEP and deploying all its features on the portal.
- Ensure usage of the portal by all stakeholders efficiently.
- Provide orientation on usage of the portal to all stakeholders.
- Conduct necessary follow-ups on approvals/feedback at various stages.

Coordination and Communication

- Communication and coordination with other departments for Student Employment related tasks.
- With the support of Career Advising team, develop Student Orientation Manual to help students understand the basic day to day operational aspects of their position.
- With the support of Career Advising team, develop 'Student Employment Skills' module as a pre-requisite for eligibility and ensure its delivery on agreed timelines.

Analyzing Data and Findings

- Developing a proper mechanism for collecting and collating the data from Students and Supervisors at various stages of Student Employment Program.

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- Developing report(s) of finding from data collected and share with appropriate community members and Office of Career Services.
- Creating a process to identify 'impact indicators' to determine how student employment experiences have played a role in their students' career success.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> • Bachelors degree • Short course on effective communication/reporting analysis will be an added advantage
Required Experience	<ul style="list-style-type: none"> • 3-4 years of professional work experience in Recruitment/Project Management operations. • Experience working with University students is a plus. • Experience of managing end to end process management is an added advantage.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Leadership skills to work with OCS team, students, faculty, parents and alumni	High
2.	Interpersonal skills to develop new relationships and maintaining them (with students, employers, staff, faculty)	High
3.	Conflict resolution	High
4.	Written & Oral Communication skills needed to express ideas and arguments, perusing for ideas and convincing people (in English and Urdu). Presentation skills are essential	High
5.	Technology skills for using MS Office specially excel, data bases, social media tools etc.	High
6.	Planning skills – converting an idea into a comprehensive implementable plan with realistic strategies and actions	High
7.	Creative capability for designing innovative ideas and out of the box strategies to deal with various situations	High
8.	Abilities and skills to manage multiple tasks with strong follow-up	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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