



## Job Description

Position Title	Programs Coordinator
Department	Health and Wellness
Reporting To	Director Student Life
Type of Position	Contractual
Apply Here	<a href="https://habib.edu.pk/hu-careers/apply-online/">https://habib.edu.pk/hu-careers/apply-online/</a>

### **POSITION DESCRIPTION**

Habib University is seeking a wellness coordinator to plan and manage programs, wellness services, student events and activities that promote student engagement in healthy activities on campus.

### **DUTIES AND RESPONSIBILITIES**

- ✓ Plan and execute wellness programs
- ✓ Conduct educational workshops with staff, faculty and students on relevant mental health and social issues (individually or with the help of an expert)
- ✓ Conduct student annual survey for feedback on SL and Wellness activities and services.
- ✓ Liaising with a wide range of colleagues and external agencies on matters related to the well- being of the students to engage them in events and activities
- ✓ Maintaining appropriate records and developing statistical reports on work undertaken
- ✓ Contributing to the induction programs for incoming students (orientation)
- ✓ Participating in relevant University committees and working parties if required
- ✓ Assist the Director in preparing presentations and reports for submission to the senior leadership
- ✓ Undertaking such administrative duties as maybe requested by the department.
- ✓ Being a proactive member of the department in working with the teams in various events, meetings and activities within and outside the university.
- ✓ Maintaining a high level of knowledge and awareness of change and developments in the fields of higher educations related to health & wellness

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Bachelor Degree in Social Sciences or a related field
Required Experience	✓ At least 3 years of experience directly related to the duties and responsibilities specified.

### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	Interpersonal & Communication Skills	High
2.	People Skills	High
3.	Organizational Skills	High
4.	Ability to foster a cooperative work environment	High