



## Job Description

Position Title	Deputy Manager / Manager, Academic Operations
Department	Academic Operations
Reporting To	Director Academic Operations and Strategic Planning
Type of Position	Full Time

### **POSITION DESCRIPTION**

Manager, Academic Operations is a key position within the Office of Academic Operations, responsible to lead all the operational matters related to faculty onboarding, faculty annual review and promotion processes and other faculty support services. The incumbent will also provide assistance to the Director of Academic Operations in data management, and reviewing faculty policies, academic planning and budgeting.

### **DUTIES AND RESPONSIBILITIES**

#### **Faculty Onboarding**

- Assist Director of Academic Operations and Strategic Planning in designing and implementing a robust faculty on-boarding and settlement plan;
- Develop faculty on-boarding schedules and keep track of the on-boarding activities for each new faculty;
- Develop and organize faculty on-boarding materials in collaboration with various offices and publish them on relevant portals;
- Ensure provision of key administrative services related to new faculty such as Visa, travel, housing etc.

#### **Faculty Annual Review and Promotion**

- Ensure that annual review and promotion processes are carried out annually as per the policy and prescribed timelines;
- Prepare analysis, summaries and recommendations based on the analysis of faculty annual review data.

#### **Data Management and Process Automation**

- Serving as a key resource for data management in the Office of Academic Operations;
- Develop and organize data systems and dashboards, in coordination with team members in the Office of Academic Operations and the Office of Institutional Research;
- Coordinate with IT department for automating various administrative processes related to the faculty.

#### **Marketing and Communications**

- Take lead in coordinating with the marketing and communications, and publications department to develop collateral on faculty recruitment and on-boarding
- Develop content relevant for faculty recruitment and projection on social media, university website and other forums

#### **Other responsibilities:**

- Assist the Director Academic Operations in coordinating with various academic units under the Academic Affairs division for budget preparation;
- Assist the Director of Academic Operations and reviewing and improving various policies that improve faculty well-being;
- Handle important correspondence with senior officers of the university as well as other key external stakeholders;
- Any other task assigned by the supervisor.

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	At least a Master's degree in Management or related field	
Required Experience	At least five years of experience in with at least three years in supervisory role/s.	

<b>REQUIRED JOB COMPETENCIES (Technical and Soft Skills)</b>		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication skills	High
2.	Organizational skills	High
3	Data management	Medium
4.	Project Management skills	High
5.	Problem Solving skills	High
6.	Budgeting and planning	Medium

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Verified By (For HR Only)

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Line Manager (If Any)

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Head of the Department