



Job Description

Position Title	Program Coordinator / Assistant Manager
Department	Health and Wellness
Reporting To	Director Student Life
Type of Position	Contractual / Permanent
Apply Here	https://habib.edu.pk/hu-careers/apply-online/

POSITION DESCRIPTION

Habib University is seeking a program coordinator / assistant manager 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
- ✓ Providing Mental Health Counseling to a multi-cultural population on emotional, social and personal issues
- ✓ Implementing and developing appropriate interventions and programs to meet the mental health and social issues
- ✓ Generate content for HU Health & Wellness digital & print spaces
- ✓ Upkeep of HU Health & Wellness digital & print spaces

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