



Job Description

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| Position Title | Manager/Senior Manager OAP |
| Department | Office of Academic Performance |
| Reporting To | VP Student Success |
| Type of Position | Full Time / Part Time / Contractual / Internship |

POSITION DESCRIPTION

The Manager Academic Performance is responsible for developing and implementing programs and initiatives that will encourage student success, especially during students' first two years. The Manager will lead the portfolio of academic advising, new students' transition, on-boarding, orientation and first year experience. S/he will also provide support and supervision to learning support services including writing center and the EHSAS Center.

DUTIES AND RESPONSIBILITIES

1. Developing and implementing the program of on-going academic performance monitoring and academic advising from Freshmen till Senior years to help them know and understand academic policies, processes, requirements and available resources, assist them in developing their academic success plans and advise them for course selection and registration every semester.
2. Lead a team of Advisors and learning support team by mentoring and guiding them.
3. Developing program for EHSAS and Writing Centre in collaboration with Manager Learning Support Services.
4. Developing a mechanism to get feedback from students about faculty advising experience
5. Tracking the performance, providing special advice and developing individualized learning plans for the students who are on academic alert, warning, probation, suspension. Recommending special programs needed to EHSAS for such students
6. Tracking the performance and advising students for their graduation plans to ensure that they are on the right trajectory towards completion.
7. Tracking the performance and advising students in case of change of major or course repeat
8. Working with students with special needs for academic advising and collaborating with faculty, RO and EHSAS if special learning and assessment provisions have to be made.
9. Developing and implementing a proper program for pre-freshmen to get an understanding of HU academic framework, courses and registration
10. Developing and implementing programs for the transition of new students to University
 - a. SPALSH
 - b. On-boarding and transition of new students
 - c. New Student Orientation
 - d. Other
 - e. Activities and plans to be implemented after enrolment such as weekly reflections, FGDs, academic success plans etc.
11. Developing support tools for students to understand academic requirements and graduation plans
12. Developing a system of data recording, analyzing and report development for entire advising data

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- 13. Supervising the team and ensuring their professional development and capacity building
- 14. Identifying and engaging visiting staff as per need

Managing Facebook Page and Website Section

- 15. Keeping FB page updated and interactive
- 16. Creating interesting and informative content for the website
- 17. Updating the website on an on-going basis

Building Linkages and Partnerships

- 18. Engaging with local and international partners to promote health and wellness program at HU in a variety of ways

| REQUIRED JOB SPECIFICATIONS | |
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| Required Qualification | <ul style="list-style-type: none"> ✓ Master's Degree ✓ A diploma or degree in counseling/Student Affairs/Advising will be an added advantage |
| Required Experience | <ul style="list-style-type: none"> ✓ At least 3 years of experience ✓ An experience of working with the students in College/University in a leadership position focusing on student engagement and academic advising |

| REQUIRED JOB COMPETENCIES (Technical and Soft Skills) | | |
|---|---|-----------------------------------|
| S# | Competency | Criticality (High / Low / Medium) |
| 1. | Good planning and implementation skills | High |
| 2. | Skills for monitoring and evaluation of programs | High |
| 3. | Communication and coordination skills both oral and written | High |
| 4. | Skills for using technology for communication and marketing | High |
| 5. | Team building, mentoring and supervisory skills | High |
| 6. | Ability to network and create linkages | High |
| 7. | Empathy and Tolerance | High |

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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