



## Job Description

Position Title	Manager, Undergraduate Education
Department	Office of Undergraduate Education & Accreditation (UGEA)
Reporting To	Associate Dean, Undergraduate Education & Accreditation
Date	August 2023
Type of Position	Regular

### **POSITION DESCRIPTION**

Habib University, as a student-centered institution, is committed to offering a stimulating and engaging experience to its students, both inside and outside the classroom. Reporting to the Associate Dean of Undergraduate Education & Accreditation (UGEA), this position will play a key role in supporting student success and institutional effectiveness, and offers an opportunity to make a meaningful impact within higher education by fostering an environment conducive to undergraduate achievement.

The Manager, Undergraduate Education leads and monitors projects and initiatives aimed at improving the academic experience and outcomes of undergraduate students. By collaborating with Programs, Advisers and the Registrar's Office, the Manager tracks academic performance, identifies areas of concern, and develops interventions to enhance program effectiveness. Through data analysis and strategic insights, the Manager contributes to the university's efforts in optimizing student success.

Due to the nature of the role, the incumbent will need to understand the University's philosophy and academic programs. Candidates who show initiative, are self-starters, and are familiar with liberal arts universities will be preferred.

### **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of this position include, but are not limited to, the following functions:

#### Monitor Student Academic Performance:

- ✓ Collaborate with Programs, the Office of Academic Performance (OAP), and the Registrar's Office to monitor and analyze the academic performance of undergraduate students.
- ✓ Identify trends, patterns, and areas of concern regarding student success, retention, and graduation rates.
- ✓ Collect and analyze data to provide insights and recommendations for improvement in academic programs and student support services.
- ✓ Work closely with relevant offices to identify at-risk students and develop appropriate program-level interventions.
- ✓ Collaborate with relevant departments to evaluate the effectiveness of interventions and recommend adjustments as needed.

#### Data Analysis and Reporting:

- ✓ Conduct data analysis and prepare reports on student performance, including key metrics, trends, and recommendations.
- ✓ Use data-driven insights to inform decision-making and support curriculum and program reviews.
- ✓ Present findings and reports to the Associate Dean and other relevant stakeholders.

#### Special Projects:

- ✓ Lead and manage projects and initiatives that contribute to student success and institutional effectiveness.
- ✓ Coordinate and collaborate with various departments, faculty, and staff to ensure the successful implementation of projects.
- ✓ Lead or support initiatives undertaken by the Office of Undergraduate Education & Accreditation.

### **REQUIRED JOB SPECIFICATIONS**

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Required Qualification	<ul style="list-style-type: none"> <li>✓ Master's Degree from an accredited institution</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>✓ Minimum 4 years' experience in a similar role with thorough understanding of program management.</li> <li>✓ Ability to meet deadlines and to juggle multiple, important priorities, and is comfortable in a fast-paced environment.</li> <li>✓ Possesses good oral, written and listening skills.</li> <li>✓ Strong computer skills including ability to collect and analyzes information.</li> <li>✓ Competent with Microsoft Office Word, Excel and PowerPoint.</li> </ul>

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Work Management (organizing, planning, leading, supervising)	High
2.	Strategizing and planning	High
3.	Strong Communication skills (Verbal & Written)	High
4.	Interpersonal Skills	High
5.	Strong computer skills (different software, MS Office)	High

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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

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