

### Job Description

<b>Position Title</b>	Senior Program Coordinator, ECE
<b>Department</b>	Electrical and Computer Engineering
<b>Type of Position</b>	Full time
<b>Reporting to</b>	Program Director, ECE

#### **POSITION DESCRIPTION**

The Senior Program Coordinator will be providing administrative assistance to the Program Director in tasks related to the running, planning and promotion of the Electrical and Computer Engineering program at Habib University. Additionally, the incumbent will provide administrative assistance related to the execution of OBE paradigm within the program, which includes preparation and maintenance of self-assessment Report, OBE reports, and documentation required for the PEC accreditation of EE and CE batches.

#### **DUTIES AND RESPONSIBILITIES**

- ✓ Supporting the Program Director in planning and implementation of Program goals to fulfill the mission of the program.
- ✓ Guidance and support to departmental students as well students interested in taking minor from the program.
- ✓ Scheduling and attending program and OBE meetings, creating agendas, and taking minutes.
- ✓ Coordinate payment reimbursements, traveling for faculty, staff and for students.
- ✓ Organizing program events and oversee the development and delivery of workshops, seminars and other events organized by the program.
- ✓ Develop inter departmental reports and create online and offline content.
- ✓ Administering the development of departmental web site, reports, memos, internal forms and various materials to facilitate programs and services.
- ✓ Identifying possible relationships at national and international levels appropriate to the nature and goals of the program.
- ✓ Communicating with guest speakers.
- ✓ Act as a liaison to other departments. Acts as a resource person for program information. Coordinate and follow up with relevant departments including faculty and Research Assistants as required for OBE.
- ✓ Supporting the OBE committee in implementation of Outcome Based Education in ECE program.
- ✓ Preparation of necessary documentation for PEC visit, which will include collecting and compilation of relevant information in prescribed formats, and writing reports.
- ✓ Other relevant tasks assigned by the Program Director.

#### **REQUIRED JOB SPECIFICATIONS**

Required Qualifications	✓ Bachelor's degree, preferably in Electrical or Computer Engineering
Required Experience	✓ At least 6 months of experience in relevant field (experience in PEC accreditation process is desirable but not mandatory)

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

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication Skills	High
2.	Organizational Skills	High
3.	Attention to details	High
4.	MS Office Suite	High

Revision Date	October 2020	Version	1.0
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