

Job Description

Position Title	Program Coordinator
Department	Communication and Design
Reporting To	Program Director CND
Type of Position	Full Time

POSITION DESCRIPTION

The Program Coordinator will provide administrative assistance to the Program Director in tasks related to the running, planning, and promotion of the Communication and Design program in the School of Arts, Humanities and Social Sciences at Habib University.

DUTIES AND RESPONSIBILITIES

- ✓ Coordinating in annual program curriculum review that includes: alignment of program curriculum, preparing reports of changes in the curriculum and submission of the reports to HoD.
- ✓ Organizing meetings and preparing minutes for all the program meetings which include: Program Board of Studies (PBoS) and Faculty Meetings.
- ✓ Coordinating with different departments within the university for day-to-day program tasks and annual program related planning activities.
- ✓ Providing assistance to program director and program faculty in completing various program specific tasks.
- ✓ Providing assistance to program director to manage various program sub committees / working groups.
- ✓ Managing Adjunct Faculty Recruitment
- ✓ Management and communication of approved time sheets for adjunct and visiting faculty members for payments.
- ✓ Coordinating for program's staff and faculty annual review.
- ✓ Coordinating for marketing of program as needed: which includes oversight of website / social media pages, development of brochures and outreach to other institutions.
- ✓ Coordinating the administration of examinations.
- ✓ Coordinating with other programs and program coordinators on campus for cross listed courses and interdisciplinary courses.
- ✓ Organizing events, talks, seminars, meetings within the program as well as university wide.
- ✓ Organizing annual open house for student projects.
- ✓ Communication management with external partners and stakeholders
- ✓ Coordinating internships and field practice component of CND
- ✓ Any other duties as assigned by the Program Director
- ✓ Assist faculty in maintaining course files.
- ✓ Maintaining all the compliance requirements: which includes all the documentation of the program and courses.
- ✓ Advising students on program and graduation requirements
- ✓ Preparing, proposing and maintaining the budget requirements
- ✓ Coordinating requisition activities with the Technical Manager

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Undergraduate in a relevant field. A Masters degree is preferred.
Required Experience	✓ At least 1-2 years of relevant administrative experience is required.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	Competency Criticality	(High / Low / Medium)
1	MS Office	High
2	Communication skills	Medium
3	Organizational skills	Medium
4	Interpersonal Skills	High

More information about the Communication & Design Program can be found [here](#).

Applicants need to submit a cover letter, curriculum vitae, and copies of academic documents in order to be considered. The application package can be emailed to academic@habib.edu.pk.

Application will remain open until the position is filled.

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