JOB DESCRIPTION

Position Title	Senior Manager- Industrial Relations
Department	Office of Student Success
Reporting To	VP Student Success
Type of Position	Full Time / Part Time / Contractual / Internship)

POSITION DESCRIPTION

The incumbent will be responsible for helping the University in expanding its network of Industry Partners relevant to all of its degree programs for a variety of purposes. The person will also be working with the University Industrial Advisory Board (UIAB)and other industry boards by communicating and coordinating with the Board members, engaging them in all planned activities and developing tools to keep them updated about HU. Besides Working with UIAB, the position will also be responsible for supporting the Office of Career Services and all academic programs in building industry relationships and expending their network of partners for various career and academic related tasks.

DUTIES AND RESPONSIBILITIES

- **Expanding University's Network of Industry Partners**
    - Identifying key local, regional and international organizations to partner with the University vis-à-vis its academic programs and other needs to collaborate with the industry
    - Communication, coordination and engaging with the identified partners
    - Building and strengthening the relationships
    - Involving the partners in various University activities as per need
    - Creating and maintaining the database of the partners

- **Working with the University Industrial Advisory Board and other Industry Boards**
    - Communicating and collaborating with all UIAB members for all matters
    - Taking a lead in organizing all events and activities pertaining to UIAB
    - Undertaking all documentation related to UIAB such as meeting minutes, event reports, key findings from curriculum meetings etc.
    - Creating and maintaining a website for UIAB
    - Developing newsletter and other essential material to keep UIAB members engaged and updated.
    - As per need identifying new members for industry boards in collaboration with University Leadership
    - Engaging with the identified members to bring them on-board
    - Managing their on-boarding for UIAB

- **Supporting the Office of Career Services and Academic Program Office Engaging with Industry**

    - Closely working with the Head of Career Services and the Directors of Program Offices to support them in enhancing their Industrial relationships as per their annual plans
    - Connecting the Offices with new industry partners
    - Assisting the Offices in establishing formal partnerships with the industry and carrying out various tasks with their collaboration.
    - Leading some cross departmental special industry projects and collaboration

- Support as and when required for other University related events

Revision Date	5th October 2023	Version	1.1

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Preferably a Master's degree with at least 4-5 years of experience of working in similar capacity
Required Experience	✓ 4-5 years of professional work experience in corporate relationship building, research and business development ✓ Experience of working directly with industry leadership is recommended

REQUIRED JOB COMPETENCIES

S#	Competency	Criticality (High / Low / Medium)
1.	Interpersonal skills to develop new relationships and maintaining them (students, employers, staff & faculty) such as team work, listening skills, ability to ask questions and negotiate etc.	High
2.	Written & Oral Communication skills to express ideas and arguments, perusing for ideas and convincing people (in English and Urdu). Presentation skills are essential	High
3.	Technology skills using MS Office especially excel, database, social media tools etc.	High
4.	Ability to connect with new people and build and manage relationships	High
5.	Planning skills to undertake a task through a properly thought-out process and timelines	High
6.	Proactiveness and agility to take initiatives and meet with the evolving nature of work.	High

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Verified By (For HR Only)   Line Manager (If Any)   Head of the Department

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