



## JOB DESCRIPTION

Position Title	Coordinator Dean's Fellowship Program
Department	Office of Academic Operations
Reporting To	Joint reporting to Director, Dean's Fellowship Program and Manager, Academic Operations
Type of Position	Regular/Fulltime

### POSITION DESCRIPTION

The incumbent will be responsible for providing programmatic and administrative support to all aspects of the Dean's Fellowship Program. The incumbent will work with the Director of the Dean's Fellowship Program to plan and execute the program activities, and help liaison with Dean's fellows, their mentors and key university offices in undertaking the annual plan of activities.

The Coordinator will take lead in the recruitment process and onboarding for the Dean's Fellowship Program under the supervision and with the support of the Office of Academic Operations.

### DUTIES AND RESPONSIBILITIES

#### Recruitment and Onboarding

The Coordinator will assist the Office of Academic Operations for recruiting and on-boarding the Dean's fellows every year with specific responsibilities to:

- ✓ Coordinate with the Marketing and Communications Department to develop marketing collateral for the timely launch of the program
- ✓ Review the applications for an initial short list
- ✓ Handle all correspondence with the applicants
- ✓ Schedule interviews and talks in coordination with the recruitment committee/s.
- ✓ Ensure that the recruitment process is completed within the specified timelines
- ✓ Plan and execute orientation and onboarding of the new fellows every year

#### Program Coordination

The individual will assist the Director of the Dean's Fellowship Program for the following tasks and responsibilities:

- ✓ Design and implement a range of programmatic activities and interventions for Dean's fellows
- ✓ Provide administrative assistance in coordinating with different offices and faculty
- ✓ Prepare presentations, and reporting dashboards to track and update the progress of the Fellows.
- ✓ Serve as a central point of contact for all the fellows to provide them support in coordinating with various offices, as required.

### REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Minimum Bachelor's degree in required field
Required Experience	✓ Minimum two years of experience relevant to the duties ✓ Experience managing a program will be an advantage

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

S#	Competency	Criticality (High / Low / Medium)
1	Written Communication Skills	High
2	Oral Communication Skills	High
3	MS Office	High
4	Relationship Building	Medium