JOB DESCRIPTION

Position Title	Assistant/Deputy Manager Alumni Data and Research - Office of Alumni Relations and Engagement (OARE)
Department	Office of Alumni Relations and Engagement (OARE)
Reporting To	Head of OARE
Type of Position	Full Time
Apply Here	https://habib.edu.pk/hu-careers/apply-online

POSITION DESCRIPTION

The incumbent will report to the Head of Office of Alumni Relations and Engagement (OARE). The person will be responsible for developing the strategy for collecting alumni data and success/impact stories in collaboration with the Head OARE. The person will be responsible for executing the strategy and plans for collecting, sorting, compiling and analyzing the data and creating reports. The overall work scope will include annual alumni surveys, four-year surveys, FGDs with alumni for a variety of purposes and researching on alumni success and impact stories and documenting them

DUTIES AND RESPONSIBILITIES

- **Managing Alumni Data – Data Strategy**
  - Developing a comprehensive plan to meet the diverse needs of data collection, analysis, report writing and dissemination in collaboration with various relevant office of HU
  - Identifying and creating appropriate tools and mechanism for collecting data and archiving it in an organized and accessible way.
  - Responsible for improving alumni data management systems and practices.
  - Enhance existing systems and protocols for managing alumni information.
  - Develop and maintain Standard Operating Procedures (SOPs) for data management.
  - Collaborate with various departments to ensure data quality and privacy.
  - Research data privacy policies and engage with alumni to address data concerns.
  - Analyzes data requests and prepares datasets proactively.
  - Manage and integrate fragmented data to improve dataset architecture.
  - Review and improve data management processes, definitions, and policies.

- **Interdepartmental Data Request Facilitation**
  - Collaborate with relevant departments to identify common data requests.
  - Design SOPs and a purpose-built form for data storage and retrieval.
  - Ensure data confidentiality and efficient resolution of concerns.
  - Submit updated datasets to relevant departments for organizational goals.

- **Conducting Annual Alumni Survey**
  - Review and improve current survey to align with HU's goals and expectations
  - Ensuring timely data collection using a variety of tools and methods
  - Sorting and analyzing the data and create dashboards
  - Develop an annual survey report to communicate Alumni Career status
  - Creates a framework for measuring success and alumni achievements.
  - Conducts qualitative interviews and discussions to gather alumni feedback.

- **Conducting Four-Year Alumni Survey**
  - Ensuring timely data collection using a variety of tools and methods
  - Sorting and analyzing the data

Revision Date	Created on 12th July 2022	Version	1.0

- o Creating dashboards and reports analyzing data from the four-year old survey
  - o Review the four-year survey and make changes as necessary

- **Researching Alumni Success and Impact Stories**
  - o Creating a mechanism to identify inspiring success and impactful Alumni stories for marketing purposes with MarCom and other departments of HU
  - o Using appropriate research method to capture identified stories
  - o In collaboration with OARE team, documenting stories for dissemination in written/video forms and identify potential stories and campaigns given available data.

- **Working and Collaborating with Other Offices for Departmental Goals**
  - o Working with the Head of Career Services for Employers' survey to understand Alumni success from employers' perspectives
  - o Participate and organize in other activities and events as and when required
  - o Serving on University committees and groups to support the University in achieving its vision and goals
  - o Help create a customizable database system for alumni data with IT
  - o Collaborate and coordinate with IT for system development and needs for data management, analysis, and reporting.

- **Alumni Support:**
  - o Provide support to alumni pursuing graduate school applications and funding opportunities.
  - o Facilitate connections with relevant individuals and organizations for a smooth transition.
  - o Brainstorms and plans professional learning and development programs for alumni.
  - o Help organize events and partnerships with alumni on campus to achieve institutional goals and strengthen the relationship between alumni and HU.

- **Departmental Monitoring, Evaluation, and Learning Support**
  - o Designing and administering monitoring and evaluation tools for ongoing and new departmental activities, projects & programs.
  - o Support in continuous learning and process improvement of departmental activities through tracking and analysis of relevant indicators and stakeholder feedback.

- **Participate in other Activities as and when required**
  - o Working with other teams as and when needed
  - o Serving on University committees and groups to support the University in achieving its vision and goals

| Revision Date | Created on 12th July 2022 | Version | 1.0 |

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ A Bachelor's degree with at least 1-3 years of experience of working in similar capacity
Required Experience	✓ 1-3 years of experience of working in similar capacity or an experience of using similar skill set and process.

REQUIRED JOB COMPETENCIES

S#	Competency	Criticality (High / Low / Medium)
1.	Interpersonal skills to develop new relationships and maintaining them (Alumni, students, employers, staff & faculty) such as team work, listening skills, ability to ask questions and negotiate etc.	High
2.	Data analysis and report writing skills.	High
3.	Skills for developing dashboards	Medium
4.	Written & Oral Communication skills to express ideas and arguments, perusing for ideas and convincing people (in English and Urdu). Presentation skills are essential	High
5.	Research skills in terms of designing research studies, surveys, FGDs, case studies etc.	Medium
6.	Planning skills to undertake a task through a properly thought-out process and timelines	High
7.	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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