Job Description

Position Title	**Head Student Life**
Department	Office of Student Life
Reporting to	Vice President Student Success
Type of Position	Full Time Administrative Job

POSITION DESCRIPTION

Head of Office of Student Life (OSL) will be responsible for ensuring the prevalence of a student culture based on comradery, care and integrity. A culture that provides students a mechanism for reflecting on their learning as well as see University life as part of an overall compelling intellectual experience for their personal and professional growth through diverse activities and experiences outside the classroom.

Under the domain of Student Life, the Head will be responsible for leading the portfolios of 'Student Leadership and Advocacy', 'Student Development and Community Building', 'Student Health & Wellness', 'Student Engagement' and 'Student Commute & Residential life'. The incumbent is expected to develop proper programs and activities in the above-mentioned portfolios in collaboration with Student Life team and Student Leadership to enhance students' experience, promote Student life and ensure effective communication and execution of Student Life Activities. The Head of Student Life will also be responsible to set goals for students' co-curricula achievements and set-up a framework of tracking, recording and assessing students' engagement at various levels and in various programs.

In close collaboration with the Office of Academic Performance, Office of Career Services and the Office of Community Values and Standards, the incumbent will also work collaboratively to organize various activities leading to student development and develop a comprehensive student code of ethics and actionable guidelines for student conduct. Besides, internal collaboration, Head is also expected to develop linkages and collaboration with relevant external organization to accomplish various goals of Student life

DUTIES AND RESPONSIBILITIES

The Head of Student Life will be responsible to lead the following portfolios by engaging student life team and student leadership in conceptualizing and developing the programs, executing them and assessing them while managing all logistical, budgetary, coordination and reporting requirements.

✓ **Student Leadership and Advocacy**
  o Build students' leadership abilities to become thoughtful young leaders for resolving conflicts sensibly, solving their problems amicably, advocating for meaningful ideas and taking initiatives to create harmony in student community and promoting an inclusive and respectful student culture etc.
  o Acting as an official patron of Habib University's Student Government (HUSG) for all reporting, planning, mentoring and reviewing activities.
  o Inspiring and engaging thoughtful students with leadership abilities to become the part of HUSG and take the leadership of student Clubs and Societies
  o Leading the process of electing Student Government and Club Leadership through a transparent and fair process.
  o Undertaking the on-boarding and capacity building of newly elected HUSG and Club Leadership
  o Guiding and supporting HUSG and clubs/societies in achieving their aspirations and targets.
  o Engaging student leadership for the dissemination, advocacy and adherence to YOHSIN Vales and Student Code of Conduct and other student related policies and processes to ensure an inclusive, respectful and collaborative student culture.

✓ **Student Development and Community Building**
  o Designing and implementing 'Community Learning and Involvement Program' (CLIP) in collaboration with HU faculty and students to engage and facilitate students in carrying out projects/activities for taking their classroom learning to wider community inside Habib and/or outside Habib University.

- o Designing and executing 'University Service Program' for prompting a culture of Volunteerism and diverse sense of Giving
- o Engaging with First- year students for their smooth transition to university in collaboration with OAP by designing programs and activities for the onboarding, orientation, first year learning, community integration etc.
- o Engaging and focusing on special student groups such as students form outside of Karachi, Students with special needs, first generation students etc.
- o Designing and implementing Life skill workshops/bootcamps etc.

✓ **Student Engagement**
- o Establishing the policies and processes for the effective functioning of student clubs and societies while following university overall policies and coordinating with all operational unit of HU.
- o Supporting and facilitating club leaders in reflecting on /assessing the viability, effectiveness and meaningfulness of their proposed programs and helping them in execution as per set policies and procedures.
- o Establishing framework to promote, monitor, record and assess students' engagement in all activities of Student Life
- o Building capacity of club leaders to perform their duties effectively and design meaningful programs for student community.
- o Supervising student events and activities as well as student lounges.
- o Planning and organizing student activities from the platform of student life office to promote community building among various stakeholders of the University and sense of ownership with the institution
- o Developing and implementing an engaging sports' program to promote sports as a tool for community building and learn a variety of life skills.
- o Ensuring the effective functioning of the development of meta-curricular transcripts
- o Taking a lead for carrying out the process for the selection of Chancellor's YOHSIN award recipient annually.

✓ **Students' Health & Wellness**
- o Designing comprehensive programs to promote physical, emotional, mental, social and personal health and wellbeing of students essential for their success at Habib University including but not limited to programs for mental health awareness, counselling, nurturing health bodies, creating positive social health of community, active life style and fitness etc.
- o Creating and managing the implementation of 'Health Emergency Response Program' and taking care of campus health safety in collaboration with Security and Safety Team
- o Collaborating with other student support services and faculty to help them address the health and wellbeing issues of the identified students.
- o Identifying, building relationships and engaging organizations and professionals relevant to promoting students' physical, mental, emotional, social and personal wellbeing.
- o Leading the process of defining policies and process for using various facilities and services available at the campus for promoting health and wellness.
- o Ensuring the high-quality functioning and maintenance of all relevant facilities and services in collaboration with relevant University departments.
- o Collecting, recording and analyzing the data pertaining to health and fitness services

✓ **Student Commute and Residence Life**
- o Collaborating with administrative departments and ensuring a smooth process for students to acquire transport facility.
- o In the absence of HU residential facilities, in collaboration with relevant administrative departments, identifying appropriate accommodation facilities in Karachi and sharing them with the students coming from outside of Karachi.
- o Once HU residential facilities are available, developing and managing a strong Residence Life program to develop strong community in the off-campus residences.
- o Managing female and male residences including developing policies and process and ensuring their execution with prompt supervision.

✓ **Operations and Communication of OSL**

- o Oversee the day-to-day operations of the department including hiring, training, evaluating, and supervising full and part-time staff, interns and student employees.
- o Prepares, administers, and manages the operating budget and expenditures related to the department and performs analysis and reporting to support decision-making.

- o Leads strategic discussions, decisions, regular meetings and follow-ups with various teams of student life as well as with the other student support teams and administrative teams
- o Serve as a mentor for the team, monitors progress and provides feedback on all activities. Conducts annual evaluation of team members.
- o Ensure that department's website and social media pages are up to date
- o In collaboration with the Office of Institutional Research, conducting student satisfaction surveys and responding to survey responses. Besides student satisfaction survey, ensuring other relevant data collection and analysis related to student engagement.
- o Be vigilant about student activities at the campus and responding to in-appropriate behaviors promptly.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Masters Degree preferably in Arts, Humanities and Social Sciences/Psychology/youth development/Higher Education
Required Experience	✓ At least Five years' work experience in student affairs/student experience /youth development in a leadership position with reasonable experience of dealing with diverse students of age 18 and above.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Empathy and compassion for young people from diverse backgrounds and with their development	High
2.	Ability to understand student's perspectives and engage with them by balancing friendliness and assertiveness as per need	
3.	Flexibility and openness to accept new ideas and agility to implement them	High
4.	Strong decision-making skills	High
5.	Networking, communication and Interpersonal Skills	High
6.	Problem anticipation and Conflict resolution	High
7.	Planning, organization and follow-up Skills	High
8.	Stress Management and Troubleshooting	High
9.	Data analysis and data management skills	Medium