



JOB DESCRIPTION

Position Title	Manager, HUTOPS
Department	Student Recruitment and Admissions
Reporting To	Assistant Director and Head, Student Recruitment and Admissions
Type of Position	Full Time

POSITION DESCRIPTION:

Manager, HUTOPS will be responsible for the planning and execution of the overall supervision and efficacy of various HUTOPS activities. This includes responsibility of the planning and implementing of strategies for engaging with local examination board students, parents, subject teachers, counsellors and principals. Additionally, this will entail planning and executing a variety of activities, such as representing HU through workshops during admissions season, conducting campus tours, organizing yield events, executing HUTOPS admissions process, orientation/information sessions and summer engagements, including other relevant activities. Furthermore, the candidate will plan various strategies to engage students through multiple mediums, which will include but not be limited to email, SMS and postal communication. The incumbent will also assist the admissions head with the ongoing student recruitment and admissions activities.

DUTIES AND RESPONSIBILITIES:

- **Student Outreach:**
 - Organize and conduct student outreach through Campus tours, School workshops, Educational Expos, and student events such as winter camp etc.
 - Creation and dissemination of marketing collateral
- **Principals, counselors and teachers networking**
 - Creating a network of Local Education Board principals, counselors, and subject teachers
 - Organizing and executing events catering to the aforementioned audience
 - Creating communication links through various mediums including but not limited to SMS, WhatsApp, Telephonic, E-mail, and Postal.
- **Student Communication**
 - Plan and execute strategic communication with students including but not limited to SMS, WhatsApp, Telephonic, E-mail, and Postal.
- **Logistical Support**
 - Lead the HUTOPS program to uphold long-term sustainability goals through information dissemination
 - Manage event planning, handle procurement and backend logistical tasks to ensure smooth running of events

REQUIRED JOB SPECIFICATIONS:

Required Qualification	✓ Minimum requirement – Master’s degree
Required Experience	<ul style="list-style-type: none"> ✓ At least 2 years of relevant work experience including at least one year in a higher education institute ✓ Strong writing skills, including the ability to produce clear, concise, and accurate copy in accessible English ✓ Strong organizational, interpersonal, and coordination skills ✓ A good grasp of the educational structure, processes and norms of Pakistan

	<ul style="list-style-type: none"> ✓ Demonstrated ability to perform collaborative work in the educational sector ✓ Teamwork and project coordination ✓ Attention to detail and strict adherence to timelines ✓ Proficient at MS Word, PowerPoint, and Excel
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills):

S#	Competency	Criticality (High / Low / Medium)
1.	Strong written and verbal communication skills	High
2.	Organizational skills	High
3.	Cross-cultural/interpersonal/human relations	High
4.	Agility, collaboration, and coordination	High
5.	Time Management	High

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