



Job Description

Position Title	Senior Officer HUTOPS
Department	Student Recruitment and Admissions
Reporting To	Manager, Habib University Talent and Outreach Program
Type of Position	Full Time

POSITION DESCRIPTION

Senior officer, Student Recruitment and Admissions will be responsible for assisting with the overall supervision and efficacy of various HUTOPS activities. This includes assisting with the planning stage and implementing strategies for engaging with local examination board students, parents, subject teachers, counsellors and principals. This will entail supporting with a variety of activities, such as representing HU through workshops during admissions season, conducting campus tours, organizing yield events, participating in HUTOPS admissions tests, orientation/information sessions and summer engagements, including other relevant activities. The incumbent will help in devising the student engagement plan to enhance student yield along with assisting with HUTOPS 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 with the ongoing student recruitment and admissions activities as per requirements of the department.

DUTIES AND RESPONSIBILITIES

- Organize and conduct workshops/presentations at various schools
- Help the team in creation and dissemination of marketing collateral
- Devise school specific communication/ campaigns
- Assist the team in various HUTOPS activities (online and in-person)
- Networking with different stakeholders, especially school principals and teachers
- Help with the execution of HUTOPS recruitment and admissions specific process

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ A minimum of Bachelor's Degree ✓ Masters will be preferred
Required Experience	✓ 1 year relevant experience

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Microsoft suit command	High
2.	Planning and organizational skills	High
3.	Knowledge of policies related to Higher Education Commission of Pakistan in relation to admissions in higher education institutions	Medium

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4.	Presentation and public speaking	High
5.	Multi-tasking capabilities	High
6.	Team player and adaptability	High

 Verified By (For HR Only)
 Department

 Line Manager (If Any)

 Head of the

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