

Job Description

Position Title	Portfolio Lead for Student Engagement
Department	Office of Student Life
Reporting to	Head of Student Life
Type of Position	Full Time Administrative Job

POSITION DESCRIPTION

As the Student Engagement portfolio lead, you will be responsible for fostering a vibrant campus community and promoting student involvement and engagement. Reporting directly to the Head of Student Life, you will serve as the primary driver behind planning and executing a diverse range of campus-wide events, activities, and traditions aimed at enhancing student life and fostering a sense of belonging. You will act as the focal person for student clubs and societies and assist the Club Leaders in developing and executing their events. You will also help identify training needs and help develop a plan to support the club leaders in their positions.

DUTIES AND RESPONSIBILITIES

- **Nurturing Habib Universities Student Clubs and Societies**
 - Provide mentorship, guidance, and support to student leaders involved in planning and organizing campus events and activities.
 - Foster leadership development by facilitating training sessions and workshops aimed at equipping student leaders with the necessary skills and resources.
 - Empower student leaders to take ownership of programming efforts and contribute to the overall success of the student engagement portfolio.
 - Develop and update the annual and monthly calendar of all events.
 - Supervise student events and activities
 - Establish 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.
 - Support 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.
- **Sports and Recreation:**
 - In collaboration with Sports Coordinator, plan and oversee sports leagues, intramural activities, recreational programs, and sports competitions to foster teamwork and student engagement.
 - Collaborate with external sports organizations to organize a variety of sports competitions and tournaments, catering to diverse interests and skill levels among students.
 - Support Sports Coordinator for logistics, including venue reservations, equipment procurement, and scheduling, to ensure effective implementation of the Programs
 - Enhance the participation of HU community specially students for participating in sports as a recreational activity.
- **Monitoring and Assessing Engagement**
 - Establish framework to monitor, record and assess students' engagement in all activities of Student Life
 - Solicit feedback from students, staff, and other stakeholders to identify areas for improvement and inform future programming decisions.

- Utilize assessment data to make data-driven decisions and continuously improve the quality of student engagement offerings
- **Leading Student Life Events and Activities**
 - Planning and organizing student engagement 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 such as Qawwali night, Community Sports etc.
 - Engaging Student Leaders in organizing the events and activities
- **Meta-curricular Transcript**
 - Ensuring the effective functioning of the development of meta-curricular transcripts capturing students' engagement and participation
 - Reviewing and enhancing the processes and tools for developing meta-curricular transcripts
 - Raising awareness among students about the transcript
 - Ensuring an on-going process of recording and verifying student participation and engagement for the transcript
- **Operational and Logistical Work**
 - Develop and manage the budget for the student engagement portfolio, ensuring efficient allocation of resources and adherence to financial guidelines.
 - Monitor expenses, track financial transactions, and prepare budget reports for review and analysis.
 - Identify opportunities to secure additional funding through sponsorships, grants, and partnerships to support student engagement initiatives.
 - Develop and manage a system of funding allocation for the student organizations
 - Coordinate with various university departments for managing events and activities
 - Supervising student lounges
 - Supporting other Student Life Portfolio Leads as per need and collaborated events and activities
 - Assist in other tasks of the office, as assigned by the Head of Student Life

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ Bachelor's Degree preferably in Arts, Humanities and Social Sciences/Psychology/youth development/Higher Education
Required Experience	✓ Demonstrated experience in student engagement, event planning, or program management.

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.	Exceptional organizational skills, including the ability to manage multiple projects and deadlines effectively	High
8.	Stress Management and Troubleshooting	High
9.	Data analysis and data management skills	Medium