



## JOB DESCRIPTION

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

### POSITION DESCRIPTION:

Assistant Manager, Student Recruitment and Admissions, will be responsible for the planning and execution of Habib University's high school outreach program. The incumbent will be responsible for creating an extensive network of O and SSE level schooling system. This includes the planning and implementing of strategies for engaging with key stakeholders, inclusive of prospective students, parents, counsellors and principals. Additionally, the incumbent will be required to plan and execute a variety of activities, such as representing HU through workshops during admissions season, conducting campus tours, organizing yield events and summer engagements, as well as other relevant activities. The incumbent will devise the student engagement plan to enhance student yield along with assisting regular student recruitment and admissions activities. Furthermore, the candidate will plan various strategies to engage students through multiple mediums, including but not limited to email, SMS and postal communication.

### 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 high-school and SSE principals and counselors
  - 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 O Levels Outreach 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:

<b>Required Qualification</b>	✓ Minimum requirement – Bachelor's degree
<b>Required Experience</b>	<ul style="list-style-type: none"> <li>✓ At least 2 years of relevant work experience including at least one year in a higher education institute</li> <li>✓ Strong writing skills, including the ability to produce clear, concise, and accurate copy in accessible English</li> <li>✓ Strong organizational, interpersonal, and coordination skills</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Demonstrated ability to perform collaborative work in the educational sector</li> <li>✓ Teamwork and project coordination</li> <li>✓ Attention to detail and strict adherence to timelines</li> <li>✓ Proficient at MS Word, PowerPoint, and Excel</li> </ul>
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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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