



JOB DESCRIPTION

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

POSITION DESCRIPTION:

Assistant Manager, Study Abroad Program, will be responsible for the planning and execution of Habib University's Learn Abroad & Research Abroad Programs for the Office of Student Recruitment and Admissions. The candidate will be responsible for maintaining existing relationships with international university partners including Stanford University, University of California-Berkeley, Michigan University and Texas A&M University. In addition, they will oversee the entire Study Abroad Program including guiding students through the application process, screening and selecting candidates to attend summer programs at global universities, and helping the selected students through the process of attending the summer sessions.

DUTIES AND RESPONSIBILITIES:

Counseling and Advising Students

- ✓ Guiding students in selecting suitable study abroad programs based on their academic goals, interests, and personal preferences
- ✓ Organizing training workshops and information sessions by collaborating with multiple departments to help students prepare for the various stages of the selection process for the Study Abroad Program.
- ✓ Assist students with the application process: application documentation, fee payments, and scholarship/financial aid options

Program Development and Execution

- ✓ Oversee the planning, coordination and execution of study abroad programs (Learn Abroad and Research Abroad), ensuring they align with the organization's goals and objectives while collaborating with all relevant internal and external stakeholders.
- ✓ Shortlisting and selecting candidates for the programs after planning and executing a rigorous assessment process.

Logistical Support

- ✓ Coordinating every logistical aspect of the study abroad program, including travel arrangements, housing arrangements, health insurance, visa applications, visa fee payments, and other related queries

IT Support

- ✓ Assisting with the development of online informational materials and internal application forms
- ✓ Coordination with the IT team to ensure the smooth execution of the application process and retrieval of application data after the submission deadline

Partnership Development

- ✓ Maintaining partnerships with existing international universities to further enhance the study-abroad program experience
- ✓ Coordinating and meeting virtually with respective partner university coordinators to understand and successfully execute their process as well as share it with the selected students

Finance and Budgeting

- ✓ Manage the study abroad program budget, allocation of scholarships, and monitoring expenses to ensure program sustainability and affordability for students
- ✓ Work in collaboration with the Office of Finance to manage the university payments and collection of funds received from different stakeholders

Program Marketing

- ✓ Promoting study abroad opportunities through various channels, such as campus events, informational sessions, and on HU's social media platforms
 - ✓ Maintaining relationships and collaboration with students who have previously been a part of the Study Abroad Program to spread awareness of the program and guide future students
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REQUIRED JOB SPECIFICATIONS:

Required Qualification	<ul style="list-style-type: none"> ✓ Minimum requirement – Bachelor’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 ✓ 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

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