



## Job Description

Position Title	Senior Manager, Habib University's Graduate School Curation Program – HU GSCP
Reporting To	Director Academics, Graduate Studies Curation Program

### POSITION DESCRIPTION

The Habib University Graduate School Curation Program (GSCP) is a research-oriented learning experience for exceptional undergraduate students at Habib University who are interested in pursuing graduate degrees in their field. The program seeks to provide such students with opportunities, experiences and support to ensure their admission into competitive graduate programs. At the same time, by providing a locally contextualized grounding in research methods and practice, the GSCP prepares students for innovation and success at the world's leading postgraduate institutions. The program aims to support Habib University's strategic goal to be an institution of choice for the best students and faculty by serving as a magnet for Pakistan's most capable and academically exceptional students.

The Senior Manager will provide strategic leadership, programming, and accountability that support student success and co-curricular activities of the program. They will also be responsible for identifying new students for the Program; designing programs and creating events for students that support their success in applying to graduate schools and scholarships; tracking student progress; providing support for internships and placement; working with students, faculty, staff, and external stakeholders to coordinate all the activities of the program.

Applicants for this position will demonstrate commitment to academic quality and rigor and to the success of the students in the program, and willingness to enhance the initiative by providing support to the Student Recruitment and Admissions and Resource Development offices. Due to the nature of the role, the incumbent will need to understand the University's philosophy and academic programs. Candidates who show initiative, are self-starters, and are familiar with liberal arts universities and the graduate school application process will be preferred.

### DUTIES AND RESPONSIBILITIES

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The duties and responsibilities of this position include, but are not limited to, the following functions:

### **Program Development & Strategy**

- ✓ Develop application criteria and guidelines for student recruitment. Create and oversee processes for recruitment into the program.
- ✓ Develop strategy for programs and activities that help support students' preparedness and applications for graduate school and scholarship. Plan the number and nature of activities concerning graduate school applications and preparations, including test preparation, application writing, program selection, networking opportunities, etc.
- ✓ Develop programs and help lead efforts to recruit internal and external faculty to participate in program initiatives, including graduate school advisement, seminar sessions, independent studies, undergraduate research projects or creative works.
- ✓ Develop a system and mechanism for the assessing program success, including data collection, analysis, and report drafting, requiring knowledge of program objectives.
- ✓ Provide leadership in orienting and advising students, monitoring their adherence to basic requirements and their progress towards graduation, arranging for interventions as needed (through the Office of Academic Performance). Develop manuals and guidelines on student advising specific to the Program.

### **Administration, Operations & Communications**

- ✓ Prepare and manage the GSCP budget, monitoring and reporting expenditures.
- ✓ Plan, coordinate, and prepare materials for undergraduate student workshops and programs. Lead advertising and outreach efforts, and manage event planning and logistics. Present/facilitate workshops as needed.
- ✓ Communicate with internal and external communities about GSCP activities, achievements, and opportunities.
- ✓ Manage communications with students and other constituents regarding the Program and assist in the marketing and communication of relevant activities to students, faculty, advisors, and other administrators.
- ✓ Oversee the development of marketing collateral in collaboration with Marcomm, including the Program web site.
- ✓ Support the Offices of Resource Development and Global Engagement on fundraising and advancement initiatives
- ✓ Contribute to the overall success of the GSCP and the Office of the Undergraduate Education & Accreditation by performing all other duties as assigned.

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Reporting to	Director Academics, Graduate Studies Curation Program
Last date to apply	
Required Qualifications and Experience	<p>Master's degree from a reputable institution.</p> <ul style="list-style-type: none"><li>✓ Minimum 7 years' experience in a similar role (including management experience) with demonstrated leadership skills.</li><li>✓ Ability to meet deadlines and to juggle multiple priorities; comfortable in a fast-paced environment.</li><li>✓ Possesses excellent written and oral skills. Ability to effectively communicate with a wide range of individuals and constituencies in a diverse university community.</li><li>✓ Strong computer skills including ability to collect and analyze information.</li><li>✓ Competent with Microsoft Office Word, Excel and PowerPoint.</li></ul>

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