



JOB DESCRIPTION

Position Title	Lead Industry Relations
Department	Office of Career Services
Reporting To	Head of Office of Career Services
Type of Position	Full Time / Part Time / Contractual / Internship)

POSITION DESCRIPTION

The incumbent will be responsible for helping the University in expanding its network of Industry Partners relevant to all of its degree programs for building industry relationships and expanding network of partners for various career and academic related tasks including but not limited to students' internships/jobs, curriculum review in-put, students' training and development, sharing of industry resources etc. The person will also be working with the University Industrial Advisory Board (UIAB) and other industry boards by communicating and coordinating with the Board members, engaging them in all planned activities and developing tools to keep them updated about HU.

DUTIES AND RESPONSIBILITIES

- **Expanding University's Network of Industry Partners**
 - Identifying key local, regional and international organizations to partner with the University in relation with its academic programs and students and alumni career support needs
 - Presenting Habib University and its unique learning experience to the industry
 - Communicating, coordinating and engaging the identified industries to sign MoUs and acquire their support for various academic and career related tasks.
 - Building and strengthening the relationships
 - Involving the partners in various University activities as per need
 - Creating and maintaining the database of the partners
- **Working with the University Industrial Advisory Board and other Industry Boards**
 - Communicating and collaborating with all UIAB members for all matters
 - Taking a lead in organizing all events and activities pertaining to UIAB
 - Undertaking all documentation related to UIAB such as meeting minutes, event reports, key findings from curriculum meetings etc.
 - Creating and maintaining a website for UIAB
 - Developing newsletter and other essential material to keep UIAB members engaged and updated.
 - As per need identifying new members for industry boards in collaboration with University Leadership
 - Engaging with the identified members to bring them on-board
 - Managing their on-boarding for UIAB
- **Supporting the Office of University Office in Engaging with Industry**
 - Closely working with the Career relations team of OCS, the Directors of Program Offices and other offices to understand their industry relations needs and support them in enhancing their Industrial relationships as per their annual plans.
 - Connecting the Offices with new industry partners
 - Assisting the Offices in establishing formal partnerships with the industry and carrying out various tasks with their collaboration.
 - Leading some cross departmental special industry projects and collaboration
- Support as and when required for other OCS and University related events

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REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Preferably a Master's degree with at least 4-6 years of experience of working in similar capacity
Required Experience	✓ 4-6 years of professional work experience in corporate relationship building, executive recruiting, research and business development ✓ Experience of working directly with industry leadership is recommended

REQUIRED JOB COMPETENCIES

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Interpersonal skills to develop new relationships and maintaining them (students, employers, staff & faculty) such as team work, listening skills, ability to ask questions and negotiate etc.	High
2.	Written & Oral Communication skills to express ideas and arguments, perusing for ideas and convincing people (in English and Urdu). Presentation skills are essential	High
3.	Technology skills using MS Office especially excel, database, social media tools etc.	High
4.	Ability to connect with new people and build and manage relationships	High
5.	Planning skills to undertake a task through a properly thought-out process and timelines	High
6.	Proactiveness and agility to take initiatives and respond to the evolving nature of work.	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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