



JOB DESCRIPTION

Position Title	Manager, Academic Centers (School of Arts, Humanities and Social Sciences)
Department	Academic Centers, SAHSS
Reporting To	Director, Academic Centers
Type of Position	Full Time

POSITION DESCRIPTION

The Manager, Academic Centers at Habib University will play a critical role in the planning, coordination, and administration of various programs and activities within the academic centers situated within the School of Arts, Humanities and Social Sciences. This position is designed to support the Director, Academic Centers in achieving the strategic objectives and operational efficiency of the centers. The Manager will be responsible for overseeing day-to-day operations, facilitating communication between various stakeholders, and ensuring the smooth execution of events and projects.

DUTIES AND RESPONSIBILITIES

Program Planning and Development:

1. Assist the Director in developing and implementing programs that align with the centers' vision and mission.
2. Coordinate with faculty and staff to plan events, workshops, seminars, and other academic activities.
3. Oversee the creation and distribution of promotional materials for center activities.
4. Manage the approval process for program proposals, ensuring alignment with university goals.

Administrative Support:

5. Prepare and manage budgets for the centers, monitoring expenditures and ensuring financial compliance.
6. Handle logistical arrangements for events, including venue setup, equipment, and catering in coordinating with relevant support teams.
7. Maintain records of center activities, including minutes of meetings, event reports, and other documentation.
8. Assist in preparing annual reports and other required documentation for the Director.

Stakeholder Engagement:

9. Serve as the primary point of contact for internal and external stakeholders regarding center activities.
10. Foster relationships with local and international partners to support the centers' initiatives.
11. Collaborate with the Offices of Resource Development and Global Engagement to engage with potential scholars and supporters.
12. Support faculty and visiting scholars linked to the Centers with administrative needs and resource facilitation.

Communication and Marketing:

13. Develop and maintain the centers' online presence, including website and social media content in coordinating with relevant teams at the university.
14. Coordinate internal and external communications, ensuring timely and accurate dissemination of information.
15. Promote center activities through various channels to enhance visibility and engagement.
16. Respond to inquiries and speaking requests on behalf of the centers.

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REQUIRED JOB SPECIFICATIONS	
Required Qualification	A minimum of Bachelor's degree in a relevant field (e.g., Education, Management, Social Sciences). Master's degree is preferred.
Required Experience	✓ 4+ years of experience in program management, administration, or a related field

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	Competency	Criticality (High / Low / Medium)
1.	Organizational and project management skills.	High
2.	Written and verbal communication abilities.	High
3.	Proficiency in using office software (e.g., MS Office Suite) and digital communication tools.	Medium
4.	Work collaboratively with faculty, staff, and external partners.	Medium
5.	Budget management and financial oversight.	Medium
6.	Managing multiple tasks and projects.	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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