

Job Description

Position Title	Senior Manager, Student Life
Department	Office of Student Life (OSL)
Reporting to	Head of Student Life
Type of Position	Full Time Administrative Job

POSITION DESCRIPTION

As a senior member of the team, the incumbent will be responsible to lead the Communication, Publication and Networking Portfolio of OSL including the management of all social media platforms and website. S/he will also be responsible to actively supervise and support Student Engagement Portfolio and assisting the Head to work with student leadership programs. S/he will also assist the Head of Student Life in the overall strategic planning, program execution and budgeting. He/ She will work in collaboration with the SL Operations Team, who is responsible for the day-to-day activities of the student-led clubs and SL events.

DUTIES AND RESPONSIBILITIES

Communication and Publication:

- ✓ Develop a proper communication strategy to inform, educate, inspire and engage students, staff and faculty vis-à-vis OSL programs and activities
- ✓ Develop and ensure timely circulation of a Monthly Student Life Newsletter and other tools.
- ✓ Updating and curating Student Life's Social Media platforms, particularly Instagram with Reels and stories.
- ✓ Maintain the Student Life web pages at the institution's website in collaboration with Marketing and Communication (MarCom) Dept. of HU.
- ✓ Coordinate with the MarCom to engage them in the marketing and communication of OSL

Networking

- ✓ Identify organizations working for youth development, mental health, sustainability, leadership and for other social causes and building relationships with them to engage them for in various OSL projects.
- ✓ Drafting and signing MoUs
- ✓ Managing and sustaining partnerships in collaboration with all the portfolio leads of Student Life.

Program Planning & Implementation:

- ✓ Oversee the Student Engagement Program and provide advice to the club leaders in planning and organizing their events.
- ✓ Develop Student Life Calendar in collaboration with the Head of Student Life and assist the Head in the implementation of Various programs.
- ✓ Plan, organize and implement mega events for student engagement and leadership including devising and implementing co-curricular and entertainment events in liaison with Clubs, Societies and Chapters
- ✓ Assist the Head of Student Life and Lead Student Engagement for generating the Meta-Curricular Transcripts of graduating students.
- ✓ Devise and monitor a mechanism to ensure all students are recording their MCT entries on an ongoing basis

Budgeting & Reporting:

- ✓ Assist the Head in developing OSL budget and its management.
- ✓ Monitor all financial records of the student-clubs and chapters

Supporting Institutional Events and Committees

- ✓ Participating in organizing institution wide events as and when required
- ✓ Serving on various committees as and when required

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ Minimum Master's Degree from any reputable institution (MBA or Policy Development Preferred)
Required Experience	<ul style="list-style-type: none"> ✓ Minimum 5 years of experience in academic or youth development organization ✓ Project Management experience

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Empathy and compassion for young people from diverse backgrounds and with their development	High
2.	Ability to understand student's perspectives and engage with them by balancing friendliness and assertiveness as per need	
3.	Flexibility and openness to accept new ideas and agility to implement them	High
4.	Strong decision-making skills	High
5.	Networking, communication and Interpersonal Skills	High
6.	Problem anticipation and Conflict resolution	High
7.	Strategic Planning, organization and follow-up Skills	High
8.	Stress Management and Troubleshooting	High
9.	Data analysis and data management skills	Medium
10.	Knowledge of operating digital platforms	Medium