Job Description

Position Title	Assistant Manager, Teaching and Learning
Department	Office of Teaching & Learning
Reporting To	Associate Dean, Teaching and Learning
Type of Position	Full Time

POSITION DESCRIPTION

The Office of Teaching and Learning is in search of an Assistant Manager for managing & improving Habib's teaching and learning spaces including managing the operations of Horizon studios (see note below). The incumbent will support the Habib University community in using the teaching & learning spaces effectively and support the operational, analytical, and programmatic tasks of the Office of Teaching and Learning and its Center for Pedagogical Excellence. The resource will play an instrumental role to enhance the student and faculty experience in Habib's teaching spaces.

The Centre for Pedagogical Excellence, a central part of the Office of Teaching and Learning, at Habib University provides a critical space for reflection on pedagogical practices in Higher Education. The centre facilitates the exploration, transformation, and creation of pedagogical practices that stem from Habib's focus on student centered design. CPE provides support, resources, training and opportunities for professional development to promote teaching excellence and student success.

Note - Horizon at Habib University is a student-centric learning space that is created to foster collaboration, innovation, critical thinking and problem solving.

DUTIES & RESPONSIBILITIES:

The Assistant Manager will be responsible for the following:

Operations of Horizon Space:

- Providing logistical and creative support to faculty teaching at Horizon, which includes advising and facilitating faculty in effective use of various teaching and learning materials and technology tools available at Horizon
- Providing training and support to faculty and students on the use of audio-visual technologies operating in the Horizon.
- Coordinate with faculty teaching at Horizon to ensure that their needs for instructional materials are planned and communicated in advance every semester.
- Provide support in operational management of spaces during events organized at Horizon

- Coordinate with Faculty Support, Service Desk and Facilities to ensure scheduled check and maintenance of equipment, furniture and other support services for Horizon.

- Conduct systematic checks of all teaching and learning spaces (including tech) and maintain a log of their condition in liaison with IT department.
- Develop and manage the Horizon budget, including purchasing equipment, supplies, and materials as needed.

Data Management for Office of Teaching and Learning:

- Consolidating information regarding teaching and learning, and faculty development needs.
- Conducting research on pedagogy and assessments to inform best practices.
- Maintaining data for teaching and learning such as attendance for events, academic program health, session feedback etc.
- Act as a liaison between the Office of Teaching and Learning and other departments regarding teaching and learning needs around spaces and technology.
- Providing academic technology support, including organizing relevant training sessions and events in collaboration with CPE.
- Contributing to designing and improving the faculty lounge experience.
- Data Analysis & Research:
    - Conducting quantitative and qualitative analyses of teaching and learning requirements.
    - Analyzing program-specific data for teaching and learning.
    - Designing and conducting studies on teaching and learning experiences at Habib University

REQUIRED JOB SPECIFICATIONS	
Required Qualification	• Minimum Bachelors in Education, Educational Technology, Social Sciences or STEM fields
Required Experience	• Minimum of 2-3 years of relevant work experience • Data management and analysis is required. • Some experience systems thinking would be appreciated.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	*Competency*	*Criticality* *(High / Low / Medium)*
1.	Analytical Skills (Quantitative & Qualitative)	High
2.	Problem solving skills	High
3.	Research Skills	High
4.	Organizational skills	High
5.	Time management skills	High

6.	Negotiations and Budgeting	Medium
7.	Conflict resolution	Medium
8.	Decision-making	Medium
9.	Communication Skills	Medium