Job Description- Position

Position Title	Coordinator for Center for South Asian Music and Academic Centers
Department	Center for South Asian Music
Reporting To	Manager Academic Centers & Director for Centre for South Asian Music (Dual reporting)
Type of Position	Full Time

POSITION DESCRIPTION

The Shared Coordinator is responsible for supporting and coordinating two program units:
a) Academic Centers
b) Centre for South Asian Music

For the Music Centre, the Coordinator will manage relationships, partnerships, event facilitation, and communication. They will also address student needs related to the practice component and provide program-related guidance. Other responsibilities include administrative and professional support, responding to inquiries via telephone, email, and in person, maintaining positive and effective external relations, and supporting the Music Minor Program and the Music Room. For the Academic Centers, the Coordinator will assist the Manager, Academic Centers, in organizing events and performing various administrative tasks.

DUTIES AND RESPONSIBILITIES

Centre for South Asian Music:
- Administer the Center's social media presence.
- Communicate with guest speakers and external performers.
- Organize all Center events, including musical performances on campus.
- Manage documentation related to the Center and Music Program's meetings and events.
- Coordinate the practice component of the Minor Program, assisting the Khawaja Mashooqullah Music Room staff and music teachers with any logistical needs.
- Keep track of instrument maintenance in the Music Room.
- Organize and manage all workshops for the Music Program.

Academic Centers
- Assist the Director and Manager, Academic Centers, in organizing all events.
- Coordinate with relevant departments, including travel, administration, and security, to facilitate logistics for guest speakers and event participants.
- Assist the Manager, Academic Centers, in ensuring that events receive proper coverage and visibility on the university's website and digital media channels.

REQUIRED JOB SPECIFICATIONS

Required Qualification	• At least a 4-year bachelor's degree in any discipline
Required Experience	• At least 1 year of relevant experience.

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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Analytical Skills	Medium
2.	Problem-Solving Skills	High
3.	Communication Skills	High
5.	MS Office & MS Excel	High

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Verified By (For HR Only)   Line Manager (If Any)   Head of the Department

Revision Date	1 May 2020	Version	