

Job Description

Position Title	Deputy Manager, Graduate School Curation Program
Department	Graduate School Curation Program
Reporting To	Senior Manager, Graduate School Curation Program
Type of Position	Permanent - Full-Time

POSITION DESCRIPTION

About the Program: The Habib University Graduate School Curation Program (GSCP) is a preparatory program for undergraduate students who are interested in pursuing graduate degrees with an impactful research journey. The program seeks to provide such students with opportunities, experiences, and support to ensure their admission into competitive graduate programs. At the same time, by providing a locally contextualized grounding in research methods and practice, the GSCP prepares students for innovation and success at the world's leading postgraduate institutions. We aspire that this program, besides student success, will help attract the brightest students to Habib university.

About the Position: The Deputy Manager will focus on programming and data management for the department. They will be responsible for conducting thorough needs assessment, helping develop programs based on identified priorities, tracking participation, and systematically evaluating the efficacy of the programs. In addition, a key responsibility will be to maintain a database for all current and former students and track their journeys at Habib University and beyond. For this, they will work closely with relevant offices and engage with students in collecting the most updated data. They will also conduct various analyses to better understand usage and assist in tailoring the programs based on those findings.

The ideal candidate will have a strong background in program development, monitoring and evaluation, and data analysis, along with excellent communication and problem-solving skills.

DUTIES AND RESPONSIBILITIES

1. Program Development Support

- Conduct needs assessments through surveys, focus groups, and stakeholder consultations to identify gaps and opportunities for program improvement.
- Synthesize the data and present highlights to inform program priorities.
- Conduct secondary research and review best practices to develop outlines for programs.
- Assist in designing program goals and develop structured programs to support students.
- Collaborate with faculty, program leads, and administrative teams to ensure smooth execution of the programs.

2. Program Monitoring & Evaluation

- Assist in developing and refining monitoring frameworks aligned with institutional goals and best practices in higher education research and program evaluation.
- Track student participation in the programs and draw actionable insights to improve student experience and retention.
- Develop and implement systematic plans to track program performance based on key success metrics.
- Conduct periodic impact assessments and process evaluations, providing evidence-based recommendations for program improvements.
- Prepare and present monitoring reports, dashboards, and data visualizations for institutional leadership and relevant stakeholders.

3. Data Management & Analysis

- Develop and update student data dashboards for tracking current and former students.
- Develop and maintain database for graduate programs, funding opportunities, and their respective requirements.

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- Develop and maintain tracking systems for all programs, student participation, and evaluation metrics.
- Conduct quantitative and qualitative data analyses, generating insights to inform program decisions and strategic planning.
- Ensure data integrity by implementing quality control measures, standardization protocols, and data verification processes.
- Ensure compliance with data protection policies and ethical guidelines for data collection, storage, and reporting.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> ✓ Bachelor's degree in management or relevant social science disciplines. ✓ Master's degree will be preferred.
Required Experience	<ul style="list-style-type: none"> ✓ At least 2-3 years of relevant work experience

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Ability to work independently and manage multiple assignments simultaneously.	High
2.	Excellent written and oral communication skills.	High
3.	Experience in conducting research, particularly data collection and analysis.	High
4.	Ability to work independently and manage multiple assignments simultaneously.	High

 Verified By (For HR Only)

 Line Manager (If Any)

 Head of the Department

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