

Job Description

Position Title	Deputy Manager – Computer Science Program
Department	Computer Science
Type of Position	Full time
Reporting to	Program Director, Computer Science

POSITION DESCRIPTION

The Deputy Manager – Computer Science Program is a key administrative and strategic support role, responsible for ensuring the effective delivery, development, and enhancement of the CS program. This position bridges academic, operational, and external engagement functions, contributing to strategic planning, student success, compliance, and industry-aligned innovation. The role requires high-level coordination, project management, stakeholder engagement, and data-driven decision support.

DUTIES AND RESPONSIBILITIES

Strategic Program Oversight

- Collaborate closely with the Program Director in defining strategic goals, academic priorities, and long-term development plans for the CS program.
- Design and implement systems for program monitoring, evaluation, and impact assessment to ensure quality assurance and goal alignment.
- Support academic-industry partnerships and institutional collaborations at national and international levels.

Accreditation & Academic Compliance

- Lead and coordinate all aspects of the accreditation process (e.g., NCEAC), including documentation, timelines, and liaison with accreditation bodies.
- Maintain updated academic records and ensure compliance with institutional and regulatory frameworks.

Administrative Leadership

- Supervise program support staff and oversee daily operations to ensure effective academic service delivery.
- Manage departmental budgets in coordination with the Program Director, ensuring optimal use of funds and resources.
- Coordinate operational processes with Registrar, Finance, Facilities, HR, and other internal units.

Faculty & Curriculum Support

- Provide administrative and logistical support to faculty in course planning, curriculum review, and teaching assessment.
- Facilitate departmental meetings, advisory board sessions, townhalls, and program retreats.
- Track OBE (Outcome-Based Education) implementation in collaboration with the faculty.

Student Success & Support

- Monitor student academic progress, graduation timelines, and retention data; recommend interventions when needed.
- Serve as the central point of contact for CS major/minor students for advising, grievance redressal, and academic planning.

- Coordinate career readiness activities in collaboration with Career Services and other relevant departments.

Event & Project Management

- Oversee planning and execution of signature CS events including speaker sessions, capstone showcases, industry meetups, and community outreach.
- Lead CS-related components of university-wide initiatives like Khidmat, ensuring integration with academic and social impact objectives.

Data Management & Reporting

- Analyze student, course, and program data to inform academic planning and decision-making.
- Prepare detailed reports and dashboards for internal review processes, accreditation, and strategic planning.

Innovation & Outreach

- Support outreach campaigns including alumni engagement, social media presence, and marketing for student recruitment.
- Facilitate and track innovation in teaching and learning through external collaborations, research support, and continuous improvement initiatives.

Additional Responsibilities

- Coordinate communication and logistics for guest speakers, industry visitors, and academic collaborators.
- Perform any other relevant tasks assigned by the Program Director to advance the mission and goals of the CS program.
- Communicating with guest speakers.
- Other relevant tasks assigned by the Program Director.

REQUIRED JOB SPECIFICATIONS

Required Qualifications	✓ Master's degree in Computer Science, Engineering, Education Management, or related field. (A PhD or professional certifications will be an advantage.)
Required Experience	<ul style="list-style-type: none"> ✓ Minimum 5-7 years of progressively responsible experience in academic administration or higher education, with at least 2 years in a leadership role. ✓ Hands-on experience with accreditation processes (NCEAC preferred) and strategic program management is highly desirable.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Communication Skills	High
2.	Organizational Skills	High
3.	Attention to details	High
4.	MS Office Suite	High
5.	Data Analysis Skills	High