

Job Description

Position: IDEAL Coordinator

About US:

IDEAL at Habib University is a pioneering institute dedicated to transforming how we think, collaborate, innovate and solve real-world issues through the power of design thinking, entrepreneurship, and leadership. Fostering industry-academia partnership is the heart of IDEAL.

IDEAL is a launchpad of bold ideas, transformative solutions, and visionary leadership—Habib University's pioneering initiative at the crossroads of design, entrepreneurship, and leadership. It brings to life the university's vision of a reparative, purpose-driven future by fostering a vibrant ecosystem where students, faculty, and industry partners come together to tackle wicked problems, develop creative solutions, and acquire the skills needed for an uncertain and fast-changing future.

IDEAL draws from global best practices and partnerships, including collaborations with [Stanford](#), [UC Berkeley](#), and [the HIVE](#).

Pedagogical Innovation

The primary role of an IDEAL Coordinator is to support the university's mission of pedagogical innovation. This includes (re)designing courses with faculty from all disciplines that integrate elements of design and creative practice. These courses, either in full or in part, will be taught via the IDEAL.

Key Responsibilities

Event & Program Management

- Plan, coordinate, and deliver events, workshops, and trainings in alignment with institutional goals and program needs.
- Develop detailed event timelines, checklists, and task assignments to ensure smooth execution.
- Supervise logistical arrangements including venue setup, catering, technical requirements, and participant communications.
- Facilitate both in-person and online events, ensuring accessibility and quality delivery.

Cross-Departmental & Vendor Coordination

- Liaise with relevant departments (academic, administrative, student services, etc.) to align event and program objectives.
- Coordinate with procurement to source required materials, services, and vendors in line with institutional policies.

- Collaborate with IT teams to manage technology requirements, including AV support, online platforms, and digital tools for events and trainings.

Documentation & Repository Management

- Create and maintain the IDEAL repository of program documents, agreements, procurement details, and event records.
- Ensure contracts, financial receipts, and supporting documents are systematically archived and accessible.
- Track program deliverables and prepare reports for management as required.

Financial & Contractual Support

- Facilitate financial processes related to events and programs, including managing receipts, reimbursements, and budget tracking.
- Draft, review, and maintain vendor contracts, ensuring compliance with organizational standards and timelines.
- Monitor event expenditures to ensure cost-effective execution.

Training & Capacity Building

- Provide logistical and coordination support for internal and external training sessions.
- Assist in designing participant communication plans, training evaluations, and follow-up activities.

Skills & Qualifications

Education: minimum 16 years of education

Experience: At least 3 years of relevant work experience in academia, industry, or related disciplines

Competencies:

- Proven expertise in **design thinking** (design research and design practice)
- Experience working with the corporate sector, across disciplines, and in diverse teams
- Strong **time management, organization, and facilitation skills**
- Ability to take initiative, collaborate effectively, and manage multiple responsibilities
- Experience in conducting **workshops and trainings** is highly desirable