

## Job Description

Position Title	Assistant Manager - Academic Operations
Department	Academic Operations
Reporting To	Senior Manager – Academic Operations
Type of Position	Full Time

### **POSITION DESCRIPTION**

Assistant Manager, Academic Operations is a key position within the Office of Academic Operations, responsible to lead all the operational matters related to faculty onboarding, faculty annual review and promotion processes and other faculty support services. The incumbent will also provide assistance to the Senior Manager, Academic Operations in the management and reporting of faculty data.

### **DUTIES AND RESPONSIBILITIES**

#### **Faculty Onboarding & Separation**

- Assist Senior Manager, Academic Operations in designing and implementing a robust faculty onboarding and settlement plan;
- Develop faculty on-boarding schedules and keep track of the on-boarding activities for each new faculty;
- Develop and organize faculty on-boarding materials in collaboration with various offices and publish them on relevant portals;
- Ensure provision of key administrative services related to new faculty such as Visa, travel, housing etc.
- Assist Senior Manager, Academic Operations and Strategic Planning in developing and executing a comprehensive faculty separation process, ensuring smooth transitions for departing faculty members.
- Coordinate faculty exit procedures, including the completion of all formalities such as final settlement, clearance of university assets, and documentation related to separation in liaison with faculty support team and HR.
- Collaborate with HR and other relevant departments to ensure timely processing of final payments, visa cancellations, housing settlements, and travel arrangements for outgoing faculty.
- Organize exit interviews to gather feedback and insights on faculty experiences, and report key findings to improve future faculty retention strategies.

#### **Faculty Annual Review and Promotion**

- Ensure that annual review and promotion processes are carried out annually as per the policy and prescribed timelines;
- Prepare analysis, summaries and recommendations based on the analysis of faculty annual review data.

#### **Data Management and Process Automation**

- Serving as a key resource for data management in the Office of Academic Operations;
- Develop and organize data systems and dashboards, in coordination with team members in the Office of Academic Operations, the Office of Institutional Research and Information Technology Department;
- Coordinate with IT department for automating various administrative processes related to the faculty;
- Manage faculty profiles on university's HRMS.

#### **Marketing and Communications**

- Take lead in coordinating with the marketing and communications, and publications department to develop collateral on faculty recruitment and on-boarding
- Develop content relevant for faculty recruitment and projection on social media, university website and other forums

- Update faculty profiles on the university website

**Other responsibilities:**

- Participate in reviewing and improving various policies that improve faculty well-being;
- Handle important correspondence with senior officers of the university as well as other key external stakeholders;
- Any other task assigned by the supervisor.

**REQUIRED JOB SPECIFICATIONS**

Required Qualification	At least a Bachelor's degree in Management or related field
Required Experience	At least 3 years of experience in with at least three years in supervisory role/s.

**REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication skills	High
2.	Organizational skills	High
3	Data management	Medium
4.	Project Management skills	High
5.	Problem Solving skills	High
6.	Budgeting and planning	Medium

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Verified By (For HR Only)

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Line Manager (If Any)

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Head of the Department