JOB DESCRIPTION

Position Title	**Deputy Manager, Undergraduate Education**
Department	Office of Undergraduate Education
Reporting To	Assistant Director, Office of Undergraduate Education

POSITION DESCRIPTION

The Deputy Manager, Undergraduate Education is responsible for overseeing institutional processes for curriculum planning and review, ensuring that undergraduate programs remain academically rigorous, mission-aligned, and responsive to evolving disciplinary and societal contexts. This role leads the annual curriculum review cycle, coordinates comprehensive program reviews, and supports the development and implementation of a sustainable framework for faculty advising. The incumbent will work closely with academic programs, governance bodies, and administrative units to embed continuous improvement practices that reflect Habib University's mission of cultivating critical inquiry, interdisciplinary engagement, and reparative futures.

DUTIES AND RESPONSIBILITIES

Curriculum Planning & Review
- ✓ Lead the Annual Curriculum Review process, ensuring all programs engage in structured reflection and planning linked to the University's strategic objectives and institutional vectors.
- ✓ Coordinate with the Faculty Lead for Curriculum Planning and program faculty to integrate insights from data, benchmarking, stakeholder feedback, and external reviews into actionable implementation plans.
- ✓ Track and document progress on curriculum-related commitments, ensuring that recommendations are addressed and improvements are implemented in a timely manner.

Program Reviews
- ✓ Coordinate all operational aspects of Program Reviews, including timelines, document preparation, and alignment with accreditation requirements.
- ✓ Support programs in developing self-study reports, compiling relevant institutional data, and preparing for reviewer engagement.
- ✓ Collaborate with the Office of Strategic Advancement and Institutional Development (OSAID) to identify and engage suitable external reviewers.
- ✓ Manage follow-up documentation to ensure recommendations from reviews are acted upon and reported back to governance bodies.

Faculty Advising Framework
- ✓ Work with designated faculty leads, Student Affairs, Teaching & Learning, and the Office of Academic Performance to design and implement a coherent faculty advising framework that is purposeful, scalable, and distinct from existing academic advising structures.
- ✓ Define expectations, roles, and processes for faculty advising, including meeting frequency, scope of support, and integration with program culture.
- ✓ Support the creation of resources such as a Faculty Advising Guidebook, training modules, and feedback/assessment mechanisms.

Collaboration & Implementation Support
- ✓ Serve as the primary administrative liaison for the Faculty Leads for Curriculum Planning and Faculty Advising, ensuring alignment between academic direction and operational execution.
- ✓ Coordinate with academic leadership, governance bodies, and relevant offices to support the implementation of curriculum and advising initiatives.

Revision Date		Version	

- ✓ Prepare reports and summaries for governance and accreditation purposes, ensuring accurate documentation of decisions and progress.

Additional Responsibilities

- ✓ Composes and prepares written documentation and correspondence for the office; screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
- ✓ Gathers, enters, and/or updates data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the office.
- ✓ Analyze and resolve issues of varied nature promptly and accurately.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ Master's degree (required)
Required Experience	✓ Two years of relevant work experience, preferably in a higher education environment.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	*Competency*	*Criticality (High / Low / Medium)*
1.	Organizational skills	High
2.	Curriculum Planning skills	High
3.	Ability to write and orally present data and project updates in a clear and effective manner	High
4.	Financial and budgeting skills	Medium
5.	Ability to self-learn	High

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

Revision Date		Version	