



## JOB DESCRIPTION

Position Title	Manager Admissions
Department	Office of Student Recruitment and Admissions
Reporting To	Director Student Recruitment and Admissions
Type of Position	Full Time

### POSITION DESCRIPTION

The Manager, Admissions plays a key role in ensuring the effective execution of Habib University's admissions processes. This position supports the planning, coordination and continuous improvement of admissions operations, ensuring a seamless and applicant-centric experience.

The incumbent will contribute to enrollment targets through data-informed decision-making, efficient process management and close coordination with internal stakeholders. The role requires strong organizational capabilities, attention to detail and the ability to manage multiple priorities within defined timelines.

### DUTIES AND RESPONSIBILITIES

- Manage the day-to-day operations of the admissions process, ensuring efficiency, accuracy and timeliness
- Implement admissions policies and procedures for all applicant categories, including new and transfer students
- Coordinate the execution of admissions communication plans across various channels
- Ensure compliance with regulatory requirements set by HEC, PEC, and NCEAC
- Maintain the integrity, security and confidentiality of applicant and student records
- Support the development of class profiles and enrollment targets through data analysis and reporting
- Prepare regular reports on admissions data, trends and performance for senior management
- Assist in the planning and execution of institutional programs (e.g., HU TOP and outreach admission initiatives)
- Support yield activities aimed at converting offers into enrollments
- Coordinate the dissemination of scholarship and financial aid decisions
- Oversee the preparation and issuance of admission offers and related documentation

### REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Post-Graduation or equivalent professional qualification. ✓ Familiarity with regulatory frameworks (HEC, PEC, NCEAC) related to higher education admissions in Pakistan
Required Experience	✓ At-least 4-5 years of experience in relevant field.
Other	✓ Willingness to travel as required.

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<b>REQUIRED JOB COMPETENCIES (Technical and Soft Skills)</b>		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Technically sound having proficiency in various analytical tools such as MS Excel, Word, Power Point, Outlook, etc.	High
2.	Knowledge of policies related to Higher Education Commission of Pakistan in relation to admissions in higher education institutions.	High
3.	Good communication and counseling skills.	High
4.	Well organized and team player.	High
5.	Mature, self-driven, results-oriented individual, who displays flexibility and ability to handle multiple tasks simultaneously.	High
6.	Demonstrate training and public-speaking capabilities	High
7.	Have good negotiation skills	High

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 Verified By (For HR Only)  
 the Department

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 Line Manager (If Any)

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 Head of

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