

Job Description

Position Title	Manager, Applied Learning
Department	Industrial Engagement and Applied Learning (IEAL)
Reporting To	Faculty Director, Industrial Engagement and Applied Learning (IEAL)
Type of Position	Full-time Staff Appointment (Manager)

POSITION DESCRIPTION

The Manager, Applied Learning provides research, coordination, and design support to the Faculty Director, Industrial Engagement and Applied Learning (IEAL) in developing and scaling structured applied learning experiences across all undergraduate programs at Habib University. The position works alongside the Manager, Takhleeq Office as a peer within the IEAL function.

Working under the direction of the Faculty Director, the Manager is responsible for gathering information from a wide range of internal and external stakeholders, processing and synthesizing that information into usable analysis, and helping translate findings into institutional frameworks, applied learning models, and program structures. The role is central to the early developmental phase of the IEAL function, during which the University is mapping existing practice, articulating the learning outcomes uniquely achieved through real-world engagement, and designing scalable models for industry and institutional partnership.

The position is suited to a candidate with strong qualitative research, analytical, and writing capabilities — typically developed through advanced study in the humanities or social sciences — who can move fluently between stakeholder engagement, conceptual synthesis, and the practical design of programs and processes.

DUTIES AND RESPONSIBILITIES

The key duties and responsibilities of this position include, but are not limited to, the following:

1. **Stakeholder Research and Information Gathering**
 - a. Conduct structured interviews, consultations, and meetings with internal stakeholders — including faculty, Program Directors, students, and administrative units — to document existing applied learning practices, opportunities, and constraints.
 - b. Engage external stakeholders, including industry partners, NGOs, public institutions, and cultural organizations, to gather information on potential collaboration, coordinating with the Office of Industry Relations and Career Services where appropriate.
 - c. Develop and maintain instruments for information gathering, such as interview protocols, questionnaires, and consultation frameworks.
2. **Information Processing and Analysis**
 - a. Organize, code, and analyze qualitative information collected from stakeholder consultations to identify patterns, opportunities, and structural barriers.
 - b. Support the articulation of learning outcomes uniquely achieved through applied and real-world engagement that are not readily attainable through conventional classroom instruction.
 - c. Maintain a structured knowledge base of findings, partners, practices, and models to inform decision-making by the Faculty Director.
3. **Program and Structure Design Support**
 - a. Translate research findings into draft frameworks, applied learning models, and program structures for review by the Faculty Director.
 - b. Support the design of applied learning courses, modules, workflows, and operational processes, in collaboration with academic programs as directed.
 - c. Prepare design documentation, process maps, and proposals for piloting new engagement formats.

4. Documentation, Reporting, and Coordination

- a. Prepare briefing notes, summaries, reports, and presentations for the Faculty Director, academic programs, and University leadership.
- b. Coordinate meetings, consultations, and partner engagements, including scheduling, agenda preparation, and record-keeping.
- c. Collaborate with the Manager, Takhleeq Office and other applied learning initiatives, providing research and design support as required.

5. Tracking and Continuous Improvement

- a. Develop and maintain systems for tracking applied learning opportunities, partnerships, and outcomes across programs.
- b. Support the assessment of student learning outcomes and partner satisfaction.
- c. Identify opportunities for improvement and contribute to the refinement and expansion of applied learning models.

QUALIFICATIONS AND COMPETENCIES

The qualifications and competencies for this position are as follows:

1. Required

- a. A Master's degree, preferably in a humanities or social sciences discipline.
- b. Strong qualitative research skills, including stakeholder interviewing, synthesis, and analysis.
- c. Excellent written and verbal communication skills in English, with the ability to produce clear, well-structured documentation.
- d. Demonstrated ability to organize and make sense of complex, unstructured information.
- e. Capacity to work independently, manage multiple stakeholders, and exercise discretion in handling sensitive and confidential information.

2. Preferred

- a. Exposure to higher education, experiential or applied learning, or industry-academia collaboration.
- b. Familiarity with program design, institutional research, or project coordination.
- c. Comfort engaging with both academic and industry or external stakeholders.