



Job Description

Position Title	Assistant Manager – Curriculum and Program Development
Department	Academic Planning and Governance, Office of Undergraduate Education
Reporting To	Manager, Curriculum and Program Development
Type of Position	Full Time

POSITION DESCRIPTION

The Assistant Manager – Program Development is a key role within the Office of Undergraduate Education, specifically within the Academic Planning and Governance (APG) unit. Reporting to the Manager – Curriculum and Program Development, the Assistant Manager coordinates curriculum development, review, and change processes across academic programs. The role supports faculty-led curriculum work by ensuring that proposed changes are properly documented, tracked, and progressed through the required review and governance processes.

The Assistant Manager coordinates revisions to courses, program requirements, academic grids, and related academic documentation; facilitates course-development and curriculum working groups by organizing meetings, maintaining workplans, recording decisions, and following up on agreed actions; and tracks milestones, deliverables, dependencies, risks, and implementation progress. The role also supports annual curriculum reviews and external program reviews, maintains academic dossiers, curriculum records, change logs, and program grids, and tracks the implementation of review recommendations.

DUTIES AND RESPONSIBILITIES

Curriculum Review and Program Development

- Coordinate the annual curriculum review process, including timelines, documentation, data requirements, and follow-up with academic programs.
- Support Program Directors and faculty in preparing curriculum revisions, new course proposals, program modifications, and related academic documentation.
- Coordinate the implementation of approved curriculum changes and maintain updated records of program structures, course requirements, and academic grids.
- Facilitate curriculum and course-development working groups by scheduling meetings, maintaining workplans, recording decisions, and following up on agreed actions.
- Track milestones, deliverables, dependencies, risks, and implementation status for curriculum-development initiatives.
- Support stakeholder consultations and interdisciplinary curriculum-development activities as assigned.

Habib Liberal Core (HLC)

- Coordinate with faculty leads and relevant academic offices to maintain updated HLC syllabi, course proposals, and program documentation.
- Support the organization of HLC Board of Studies meetings, including agendas, minutes, documentation, and follow-up on decisions.
- Maintain records of HLC curriculum changes and support implementation of approved revisions.
- Assist in preparing documentation and evidence for internal reviews, external reviews, and governance processes related to the HLC.

Benchmarking, Research, and Comparative Analysis

- Conduct desk-based benchmarking of comparable programs, curricula, and institutional practices.
- Compile and synthesize comparative research to support curriculum review and program-development discussions.
- Support preparation of program profiles, benchmarking summaries, and review evidence packs.

- Coordinate logistics and documentation for external program reviews and maintain records of recommendations and follow-up actions.

Coordination, Monitoring, and Reporting

- Maintain curriculum records, academic dossiers, change logs, program grids, and implementation trackers.
- Coordinate with Program Directors, faculty, Boards of Studies, OSAID, the Registrar's Office, and other relevant offices.
- Prepare periodic progress reports on curriculum-development initiatives, working groups, reviews, and implementation status.
- Track implementation of recommendations arising from annual curriculum reviews, working groups, and external reviews.
- Identify delays, procedural gaps, and unresolved issues and escalate them to the Manager as required.
- Support institutional committees, task forces, and special projects related to curriculum and program development as assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelor's or Master's degree in Management Sciences, Social Sciences, Education, Liberal Arts, or a related field.
Required Experience	✓ A high-performing graduate with at least one year of experience in academia, research, coordination, consulting, program support, or documentation may be considered.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Writing and Documentation Proficiency	High
2.	Research design and qualitative/quantitative analysis	Medium
3.	Information management and data organization	Medium
4.	Digital adaptability and AI-assisted work proficiency	Medium