



Job Description

Position Title	Associate, Strategic Global Engagement
Department	Office of Strategic Advancement and Institutional Development (OSAID)
Reporting To	Lead, Strategic Global Engagement and Institutional Integration
Type of Position	Full Time (Administrative)

POSITION DESCRIPTION

The Associate provides critical operational, logistical, and research support to build, maintain and sustain strategic international engagements and partnerships. The position requires a blend of agile project management, deep grasp of rhetoric, rigorous research, cross-cultural and people skills. Above all, it requires staying attuned to institutional conversations, needs, and priorities, and translating them into global opportunities that serve Habib University's students, faculty, and staff.

DUTIES AND RESPONSIBILITIES

1. Manage Out and In-Bound Delegation Visits

- Develop visit agendas in coordination with senior leadership.
- Identify and coordinate with the relevant internal academic or administrative departments to operationalize and execute visits seamlessly.
- Record visit notes and maintain an archive of outcomes to support structured, long-term follow-up.

2. Support Programmatic and Ad-hoc Engagement

- Identify and vet individual or institutional leads as requested by senior leadership, and categorize/present them against institutional priorities and the strategic plan.
- Manage partner communication, including scheduling exploratory calls, sharing notes and other relevant documents as necessary.
- Maintain records of commitments, timelines, and follow-ups, and synthesize complex discussions into clear actionable insights for senior leadership to support collective institutional thinking.

3. Develop High Quality Collateral

- Draft, design, and update a wide array of partnership materials including presentation decks, brochures, webpages, etc.
- Demonstrate high rhetorical versatility, shifting writing styles, tone, and vocabulary to match the expectations of different global actors ranging from corporate partners and international academic peers to development agencies and internal university stakeholders.
- Apply creative thinking in content development and presentation.

4. Background Research and Opportunity Tracking

- Conduct comprehensive background research on target institutions, prominent individuals, and global forums to support the senior leadership in strategic planning and decision-making.
- Support the monitoring of global higher education trends, international policies, and innovations to uncover opportunities aligned with Habib University's strategic plan.

5. Support Protocol and Tool Development

- Work closely with senior leadership to build, test, and institutionalize standard operating protocols, management tools, and workflows for partnership tracking.
- Actively experiment with new software, CRMs, or project management platforms to find efficient, agile ways of handling partnerships.

Revision Date		Version	
---------------	--	---------	--

REQUIRED JOB SPECIFICATIONS	
Required Qualification	Bachelor's degree in International Relations, Public Policy, Education Management, Media/Communications, Psychology, Sociology or a related field.
Required Experience	1–3 years of experience in project coordination, executive administration, diplomacy, or non-profit or corporate relationship management.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	Competency	Criticality (High / Low / Medium)
1.	Interpersonal and Cross-Cultural Skills Builds and manages relationships with internal and external stakeholders across cultural contexts.	High
2.	Discernment and Ethical Judgement Reads between the lines in research and conversations, identifies what matters for the university's strategic priorities, and handles sensitive information with discretion.	High
3.	Empathy Works with compassion and care for others and self, valuing differences in approaches and backgrounds.	High
4.	Agency Prioritizes and switches between tasks, makes decisions within their remit, flags delays and risks early, and treats setbacks as learning.	Medium
5.	Rhetorical Agility and Communication Writes and speaks with high emotional intelligence and adaptability; possesses the ability to self-edit and seamlessly switch between highly formal, persuasive, technical, and conversational writing styles.	Medium
6.	Technology Comfortable with standard tools (Excel, Word, Teams) and newer ones (LLMs, Canva).	Medium

LEARNING OUTCOMES
✓ Partnerships: Understand how international partnerships are built, structured, and sustained, and how to work effectively across cultural contexts. ✓ Collateral Writing: Develop strong partnership writing through regular mentoring and feedback on drafts. ✓ Strategic Thinking: Build discernment and judgement in assessing leads, opportunities, and risks against institutional priorities. ✓ Systems Thinking: Situate day-to-day work within the wider systems of the university and of higher education trends and policy.

Revision Date		Version	
---------------	--	---------	--