

## **Job Description – Lead, Student Development & Community Integration**

Position Title: Lead, Student Development & Community Integration

Department: Office of Student Life (OSL)

Reporting to: Head of Student Life

Type of Position: Full-Time Administrative Position

### **POSITION DESCRIPTION**

The Lead, Student Development & Community Integration is responsible for designing, implementing and institutionalizing programs that promote student development, leadership, belonging, community engagement, volunteerism and holistic growth. The incumbent will lead initiatives related to First-Year Experience, student leadership, student governance, inclusion, community integration, volunteer engagement and meta-curricular records while collaborating closely with academic and administrative stakeholders.

### **DUTIES AND RESPONSIBILITIES**

Strategic Program Leadership and Institutional Development

- Lead the design, pilot and institutionalization of Inspired to Act (I-ACT).
- Lead the strategic design and execution of Living Yohsin (Volunteer and Service Program).
- Develop and manage a centralized volunteer portal and coordinate volunteer opportunities.
- Design and implement engagement and support frameworks for outstation students.
- Conceptualize and implement life-skills, confidence-building and resilience-development initiatives.

### **First-Year Experience (FYE) and Student Transition**

- Co-design and support onboarding, welcoming ceremonies, Zero Week and Summer Academy initiatives.
- Develop transition-focused interventions that enhance adjustment, engagement and retention.
- Design a structured FYE framework promoting belonging and holistic development.

### **Student Inclusion and Equity**

- Develop engagement strategies for diverse student populations including students with special needs.
- Promote equitable access and inclusive participation across student life programs.

### **Student Leadership, Governance and Campus Engagement**

- Oversee student clubs, elections, operations and engagement initiatives.
- Develop club policies, mandates and patron engagement structures.
- Lead Habib University Student Government (HUSG) election processes.
- Support planning and execution of HUSG Awards and recognition initiatives.

### **Systems, Processes and Student Records**

- Lead the Meta-Curricular Transcript (MCT) process.
- Manage the MCT portal and coordinate with supervisors and departments.
- Ensure timely and accurate issuance of graduating students' transcripts.

### **Stakeholder Management and Collaboration**

- Collaborate with OAP, OCS, Admissions and other stakeholders on integrated initiatives.
- Facilitate cross-functional partnerships to enhance student experience and institutional engagement.