Job Description

Position Title	Assistant/Deputy Manager, Teaching and Learning
Department	Office of Teaching & Learning (Centre for Pedagogical Excellence)
Reporting To	Assistant Director, Undergraduate Education
Type of Position	Full Time

POSITION DESCRIPTION

The Office of Teaching and Learning (OTL) is in search of an Assistant/Deputy Manager to support faculty across the full arc of their teaching at Habib University, from onboarding and course design to professional development, feedback and recognition. The incumbent will lead the Office's work on Faculty Onboarding and Integration, and on Pedagogical Excellence and Teaching Effectiveness, and will contribute to instructional design, faculty development and other OTL priorities in collaboration with colleagues across the Office.

Working within the CPAC framework and the University's pedagogical commitments, the role combines programme design and delivery with the careful use of teaching and learning data, so that faculty are supported to reflect on and continually improve their practice.

The Centre for Pedagogical Excellence (CPE), a central part of the Office of Teaching and Learning, provides a critical space for reflection on pedagogical practices in higher education. CPE provides support, resources, training and opportunities for professional development to promote teaching excellence and student success.

DUTIES & RESPONSIBILITIES:

The Assistant Manager will be responsible for the following:

Faculty Onboarding and Integration

- Design, deliver and continually improve onboarding for all new academic appointments, including ladder faculty, fellows, adjunct faculty, Professors of Practice and academic staff.
- Coordinate with Academic Operations, HR and the Schools so that administrative and pedagogical onboarding are aligned and well sequenced.
- Orient new faculty to Habib's academic culture, the CPAC framework, teaching policies and teaching and learning systems.

Pedagogical Excellence and Teaching Effectiveness

- Support the development and implementation of the University's Pedagogical Excellence framework and related policies.
- Manage course and instructor evaluations, peer review of teaching and other feedback processes, ensuring that results are used formatively and handled confidentially.
- Monitor grading compliance through the University's Dataverse platform and report on it to academic leadership.
- Help faculty interpret feedback on their teaching and connect them with relevant OTL support.

Instructional Design and Faculty Development

- Support faculty and programs in course design and alignment of learning outcomes, pedagogy and assessment, including effective use of Canvas.

- Run faculty consultation clinics on integrating active learning strategies and designing authentic, human-centred assessments that resist misuse of generative AI.
- Design and deliver workshops, Pedagogical Development Week sessions and other faculty development offerings.
- Develop and manage the Teaching Commons, OTL's Canvas site of online modules and teaching resources for faculty.
- Contribute to OTL's mentoring and peer learning, Scholarship of Teaching and Learning, and teaching recognition initiatives.

Data, Analysis and Reporting

- Maintain OTL's teaching and learning data (e.g., evaluations, grading compliance, participation and feedback) and prepare reports and dashboards for academic leadership and institutional reporting.
- Conduct analyses and studies of teaching and learning at Habib University to inform OTL's programmes.
- Undertake other related duties as assigned.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	• Minimum Bachelor's in Education, Educational Technology, Social Sciences or STEM fields; a Master's in a related field is preferred.
Required Experience	• Minimum of 2–3 years of relevant work experience, preferably in teaching and learning, faculty development or instructional design in higher education. • Knowledge of Instructional Design models and Teaching Quality frameworks • Data management and analysis skills are required. • Experience with Canvas or another LMS and with course design is desirable. • Some experience with automation of processes and/or systems thinking would be appreciated.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	***Competency***	***Criticality (High / Low / Medium)***
1.	Analytical Skills (Quantitative & Qualitative)	High
2.	Instructional Design and Facilitation	High
3.	Research and Evaluation Skills	Medium
4.	Organizational and Project Management Skills	High
5.	Communication and Collaboration Skills	High
6.	Report Writing Skills	High
7.	Discretion with Confidential Information	High
8.	Problem Solving Skills	Medium