

Senior Manager, Faculty of Arts and Sciences Aga Khan University

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Company: Aga Khan University

Location: Karachi Division

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Senior Manager, Faculty of Arts and Sciences

Entity Location Introduction The Aga Khan University (AKU) is a private, international university committed to global standards of excellence. It is a unique hybrid: an institution of academic excellence that is also an agent for social development. A leading centre of medical, nursing and teacher education, and education in social sciences, humanities and the arts, research and public service in the developing world. The University prepares men and women to lead change in societies and to thrive in the global economy.

The Faculty of Arts and Sciences (FAS) aims to develop leaders through a transformative education that is endlessly challenging, stimulating and mind-opening – one that prepares graduates for innovative thought and consequential action.

Responsibilities The Faculty of Arts and Sciences at Aga Khan University is seeking candidates for the role of Senior Manager, Academic Data Management. This full-time position reports directly to the Dean, with additional reporting lines to the Associate Deans of Education and Research. The primary responsibilities include managing and reporting on academic performance, research projects, and educational programs. You will essentially be responsible for: gathering data from diverse sources within the academic domain, while ensuring accuracy and adhering to data security protocols and compliance standards; collaborating with support and/or administrative staff to manage recruitment and personnel databases; preparing Teaching Timetables in consultation with the Associate Dean of Education; developing and maintaining database of FAS teaching profiles, including syllabi and course catalogs; developing and maintaining database of FAS student profiles, including demographics and performance; developing and maintaining database of FAS research

profiles, including collaborations, grant applications, and internal/external budget data;demonstrating proficiency in various software management and update, including SQL, Oracle, Tableau, Power BI, REDCap, and basic programming skills (Python, R or Stata);demonstrating some proficiency in qualitative and quantitative data analysis software such as NVIVO, and QDA Miner;generating reports summaries and cross tabulation on students, staff, and faculty demographics within FAS;assisting the Associate Dean of Education with student recruitment and the Associate Dean of Research with grant applications;conducting Workshops to train faculty and staff in data security ‘best practices’;monitoring and implementing academic performance metrics tracking and programs (e.g., such as an early detection system for students who are underperforming).Requirements You should have: a Master’s degree from HEC recognized university;at least 6-8 years of diverse work experience;an understanding of the landscape in Higher Education in Pakistan and internationally;the ability to think strategically and be able to synthesize complex information a good understanding of the socio-cultural environment in Pakistan;the ability to work very effectively with people from diverse backgrounds to bring them to consensus, and enable them to envision new possibilities;good planning and management skills, with the ability to apply these skills in effective working partnerships across the University the ability to work in ill-defined situations, handle uncertainty and be self-driven;the ability to build partnerships with external academic institutions and foundations;excellent verbal and writing skills, both in English and Urdu. Only shortlisted candidates will be contacted. Applications should be submitted latest by February 18, 2024

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