

Designation: Academics Support Officer

Department: Management Sciences

Qualification: Bachelors' Degree

Experience: Up to 2 to 3 years' relevant experience in the areas of academic administration

Job description:

1. Supervising the overall functions of Program Support Office.
2. Overseeing timely submission of visiting faculty hiring forms, with all necessary documentation with the relevant Departments.
3. Keeping record of any permanent faculty hiring forms/ documents and liaising with relevant departments for the same.
4. Compiling the department's annual budget, and monitoring all departmental expenditures during the academic year.
5. Completing, and submitting requisitions to procurement department as and when needed after the approval of Dean/HoD.
6. Maintaining record of all official communication, events (including internal and external activities/events of Research Center) including write-ups, pictures etc.
7. Assisting in planning and execution of the departmental Conference.
8. Providing assistance to NBEAC focal person, for NBEAC Forms/visits as per the provided directions.
9. Facilitating BOS/BOF secretary in compilation and dissemination of BOS/BOF agenda and meeting minutes.
10. Keeping Record of all Curriculum Committee activities.
11. Compiling of all official departmental minutes.
12. Recordkeeping of the Support Office including data of course files, copies of recommendation letters, submissions of data to other departments including marketing, EDC, Finance, HR etc.
13. Any other tasks assigned by the SZABIST Management.

Interested candidates can forward their resumes at zabhr@szabist.edu.pk latest by **August 28, 2022**.