Designation: Program Support Officer
Department: Bioscience
Qualification: Bachelors' Degree
Experience: Up to 1 to 2 years' relevant experience in academic administration

Job description:

Program Managers:
1. Fills Visiting Faculty hiring forms, submits it to HR Dept., photocopies the documents and maintains record.
2. Collects CVs and educational documents of Visiting Faculty and maintains contact list.
3. Prints recommendation letters and maintains record of various letters.
4. Communicates through phone calls and emails with visiting faculty for schedules, announcements, collection of course files and other requirements.
5. Compiles Theses and arranges Research Symposia twice a year.

Research Projects/IS/Thesis Data Compilation:
1. Checks Registration at ZABDESK attendance sheet and makes advisors list along with their groups.
2. Collects proposal forms from Thesis Groups, maintains record and allot numbers to each Group.
3. Collects progress and meeting records forms, from advisors.
4. Sends invitation letters to well-known educational institutes for Research Symposium.
5. Makes arrangement for Final Presentation.
6. Assists in uploading the thesis results; after marked by advisor, external examiner, and Program Manager.

HEC and Other Agencies:
a) Collects and provides pertinent data required by HEC and others agencies; from relevant departments at SZABIST.

Interested candidates can forward their resumes at **zabhr@szabist.edu.pk** latest by **September 4, 2022**.