

## POSITION VACANT

A non-profit educational organization having foreign affiliation and based in Islamabad requires the services of following staff.

### MANAGER EDUCATIONAL ADVISING AND OUTREACH

#### Reporting to Head of Organization

##### Job responsibilities include:

- Overseeing all academic advising activities for encouraging undergraduate and graduate learners to consider the US for higher education
- Developing, evaluating and implementing procedures to ensure that activities of the advising program are consistent with the US scholarship and academic programs
- Supervising the work of all academic advisors at the main office in Islamabad and regional offices in Karachi and Lahore to ensure that they regularly plan outreach visits to universities all over Pakistan while also focusing on remote and underdeveloped regions
- Developing departmental plans and budget for effectively managing resources
- Supporting advising programs/services, as well as developing IT based outreach services in consultation with the Information Technology department for dissemination of online information to students and teachers regarding US educational and scholarship opportunities
- Assessing the diverse needs of students who use advising services and adjusting the structure of the advising program to address those needs
- Working with universities and local organizations to conduct workshops and seminars for students to actively encourage them to consider US for higher education
- Disseminating information regarding US visa procedure, standardized tests and financial aid at US colleges and universities
- Preparing appropriate presentations covering organizational efforts to accomplish US educational and scholarship opportunities and participate in local and international conferences and seminars
- Coordinating special activities for International Educational Weeks and liaison with advertising agencies for designing print materials for exhibitions, conferences and other programs

##### Qualification & Experience:

At least Master's; however those having Doctorate Degree in a relevant discipline from US University will be preferred.

Minimum ten years post qualification verifiable experience working in a service-oriented environment or university setting.

The above position essentially requires extensive knowledge of strategic planning in a student support environment. The applicant must have a strong commitment to education, must possess counseling/coaching skills required to effectively keep online students on track, and must have the ability to successfully resolve student issues from request through resolution. Strong problem solving, time management and multi-tasking abilities are required. Excellent verbal, written and Microsoft Office Suite skills are prerequisites of the position. The applicant should be a creative self-starter with the ability to work both independently and in a team environment. Must have proven ability to adapt to new and rapidly changing situations. Only short-listed candidates meeting the above requirements will be considered.

The organization is an equal opportunity employer and encourages women and minorities to apply. CVs, along with a letter of interest and an envelope marked for the position applied should reach within 15 days of publication of this advertisement to

The Advertiser BOX NO. 067,  
c/o the DAWN Islamabad.