



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

POSITION TITLE:

Assistant Director of Student Affairs for Planning & Development

Job Description

1. Position Purpose:

The **Assistant Director of Student Affairs for Planning & Development** reports to the Director of Student Affairs. He/She plays a major role in the development and implementation of policies, procedures, programs and operations for the Division of Student Affairs.

2. Major Duties and Responsibilities:

- Be an essential part of the overall strategic planning and goal setting process for the department.
- Develop, modify, and evaluate program goals and objectives.
- Develop, monitor, and manage and program budgets.
- Develop and monitor program reviews, outcomes and assessments for all departments.
- Assist the Director in the development, review and implementation of policies and procedures.
- Assist with the assessment, planning, budgeting, and coordination of daily operations for the Division of Student Affairs.
- Revise the departments work procedures for the purpose of improving the delivery of services to students.
- Facilitate and encourage staff skills development by organizing workshops and training programs.
- Collaborate with other University departments and update policy manuals as necessary.
- Revise and update the Student Handbook as necessary.
- Develop and manage all webpage content of the Division of Student Affairs.
- Develop marketing strategies and materials.
- Support of out-going and in-coming exchange students, coordinate exchange programs.
- Create workshops for students in conjunction with other departments & members of the student government.
- Assist in developing grant proposals and fund raising initiatives.
- Establish relationships with employers for students' career development.
- Organize and set up job fairs.

3. Reporting Line:

The **Assistant Director of Student Affairs for Planning & Development** reports directly to the Director of Students Affairs

4. Qualifications:

- An earned Masters degree.
- The ability to speak and write fluently in English.
- Excellent organizational, managerial, and communication skills.
- The ability to work both independently and in teams.
- Program planning and development experience is preferred.