

UNIVERSITY OF WAH WAH CANTT

ELIGIBILITY CRITERIA FOR DEPARTMENTAL COORDINATOR

QUALIFICATION & EXPERIENCE:

- Bachelor's degree (16x years of education)
- Prior experience in academic administration or coordination (University/ College level preferred).
- Strong organizational, record-keeping, and multitasking skills.
- Excellent communication (oral & written) and interpersonal skills.
- Proficiency in MS Office and academic management systems.
- Ability to work collaboratively with faculty, staff, and students.
- Preference will be given to the University of Wah Alumni.

POSITION OVERVIEW:

The Departmental Coordinator will provide administrative and academic support to the Department and serve as a focal point between faculty, students, and the University administration. The role involves coordinating departmental activities, assisting faculty in day-to-day academic and administrative matters, maintaining departmental records, and ensuring smooth execution of departmental tasks in line with university policies.

KEY RESPONSIBILITIES:

- **Academic Coordination**
 - Assist in preparation of class schedules, timetables, examination schedules, and course allocations.
 - Support faculty in organizing departmental meetings, seminars, and workshops.
 - Maintain records of course outlines, assessment results, and accreditation-related documents.
- **Administrative Support**
 - Act as a liaison between the department, QA&E, ORIC, Academics, Registrar's Office, HR, and other University offices.
 - Draft and circulate departmental correspondence, notices, and reports.
 - Manage departmental files, faculty records, and official communications.

- **Faculty & Student Support**

- Facilitate communication between faculty and students regarding academic requirements and departmental policies.
- Assist faculty in handling departmental events, student advising schedules, and co-curricular activities.
- Maintain student records (attendance, results, advising logs, etc.) as required.

- **Event & Resource Management**

- Coordinate arrangements for departmental meetings, conferences, and academic events.
- Support procurement requests, lab/office equipment management, and inventory updates.
- Assist in drafting departmental progress reports for University bodies.

- **Quality & Compliance**

- Ensure departmental documentation is aligned with HEC and University requirements.
- Assist in data collection and compilation for accreditation, audits, and inspections.
- Track departmental performance indicators and contribute to quality assurance processes.