

It is requested to apply through Air University Job Portal on Official website at following link :

<https://portals.au.edu.pk/jobs/forms>

Deputy Director ODL / Evening Campus Manager

Qualification:

MBA / MSc or equivalent Degree in any discipline with prior managerial level experience in relevant field preferably with HEIs.

Experience:

8-10 Years relevant work experience in program management or administration, preferably in online education or distance learning setting.

Responsibilities

1. To ensure compliance of academic and non-academic discipline, handling student and staff issues and ensuring the provision of essential services.
2. Collaborate with faculty and subject matter experts to develop and update online course offerings and program curriculum.
3. Develop and implement student support services, including orientation programs, academic advising, and counseling, to facilitate student success and retention.
4. Provide faculty and staff with ongoing support, training, and professional development opportunities to enhance their online teaching skills and ensure instructional excellence.
5. Stay informed about the emerging educational technologies and trends, making recommendation for their incorporation into the online learning environment to enhance student engagement and learning outcomes.
6. Ensure compliance with accreditation standards of HEC, legal requirement relevant regulations governing online distance learning programs.

Remuneration

Air University offers competitive salary package. Other benefits include membership of contributory provident fund scheme, medical insurance and pension insurance scheme.

*The position is Islamabad based only

*Only shortlisted candidates will be called for interview.

Required Qualification	MBA / MSc or equivalent
Posted On	24-Oct-2023
Last Date	06-Nov-2023
Required Experience	8-10 Years
Required Skills	Candidate must have related skills.

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