



NON-FACULTY POSITION

Non faculty having the passion and strong technical hands-on are required at **Chiniot-Faisalabad** campus of the University.

Assistant Manager (Student Affairs)
Qualification: BBA/BS (at least 16 years of qualification)
Experience: 3-5 years of relevant job experience
Requirements: <ul style="list-style-type: none">• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with student information systems/databases.• Strong interpersonal skills with the ability to build relationships with a diverse student body.• Excellent verbal and written communication skills to interact effectively with students, faculty, staff, and external stakeholders.• Ability to present information clearly and concisely in both individual and group settings.• Attention to detail and the ability to work independently as well as part of the team.• Experience with social media platforms and digital communication tools may also be beneficial.

Perks & Benefits:

<ul style="list-style-type: none">• Market Competitive Salary• Employees Provident Fund• EOBI coverage	<ul style="list-style-type: none">• Group Hospitalization & Life Insurance• In-House Medical & Day Centre
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Work experience does not include part time employment, apprenticeship, or internship.
Only short-listed applicants will be called for the test / interview.

FAST NUCES in an equal opportunity employer

Apply online at: www.nu.edu.pk/jobs	Last date to Apply: March 9, 2025
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Human Resource Department

FAST-NUCES, FAST Chowk, (9.5 KM from Motorway Exit), Loonaywala, Chiniot
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