

<b>Job Title</b>	<b>Case Center Manager</b> Full time position reporting to the Dean of HEC Paris in Qatar
<b>Job Summary</b>	The Case Center Manager is responsible for building a top-quality repository of case studies and caselets with a focus on Qatar and GCC
<b>Key Responsibilities</b>	<p><b>Inception and Launch</b></p> <ul style="list-style-type: none"><li>• Launch 1<sup>st</sup> Case Center in the State of Qatar</li><li>• Draft short, medium and long-term strategies (publishing, marketing, strategic collaborations, etc.)</li><li>• Develop in-depth understanding of programs offered and target audience to curate content for end users</li><li>• Draft policies, procedures, forms, workflows, requirements, etc.</li></ul> <p><b>Short - and Medium -term Strategies</b></p> <ul style="list-style-type: none"><li>• Work with faculty to author case studies for publication at international / regional repositories</li><li>• Promote innovative case delivery methods and engagement strategies to stimulate critical thinking and analysis</li><li>• Conduct in-house workshops on case writing / teaching using custom drafting templates, advanced TNs</li><li>• Author / Co-Author the following case products in collaboration with resident &amp; visiting faculty:</li><li>• Tailored cases for Int'l EMBA, Masters and Exec-Ed program (in tune with CLOs)</li><li>• Secondary, fictional and narrative cases (in tune with CLOs) to simulate real-life decision-making situations</li><li>• Primary cases on initiatives &amp; challenges of government, semi-government and private organizations</li><li>• Two-part cases to encourage role play, group debates, etc.</li><li>• Mini-cases for website and promotional purposes</li><li>• <i>Later: Script A/V or animated cases to boost engagement &amp; interaction</i></li></ul> <p><b>Long-term Strategies</b></p> <ul style="list-style-type: none"><li>• Host sponsored case competitions (invite finalists for award ceremony)</li><li>• Sponsored / tailored cases to corporate &amp; government to navigate real-time challenges (through Exec-Ed)</li><li>• Release compendia of cases for marketing / strategic purposes on:<ul style="list-style-type: none"><li>- Focal Industries</li><li>- Mega Events (e.g. FIFA 2022)</li><li>- Business Domains</li><li>- Specific organizations (sponsored)</li></ul></li><li>• Draft cases periodically for international case competitions (external validation)</li></ul>

**Key Responsibilities**

**External Engagement**

- Conduct external workshops, trainings and webinars for faculties at universities / school on Case Writing and Teaching Methodologies
- Setup review board comprised of international case writers, renowned faculties to review in-house cases
- Setup of industry advisory board (C-suite, upper management, educationists) to:
  - Advise on key focal areas, industries and initiatives
  - Facilitate contact with industry, companies, and ministries
  - Assist with sponsorships and exclusive access for potential cases

**Quality Control**

- Implement robust quality control mechanisms
- Linkage of all case products to institutional PLOs and CLOs
- Evaluation of classroom learning (student feedback on exposure to real-life situations)

**Optional**

- *Develop interactive, web-based cases to further the case methodology*
- *Develop team of handpicked case writers, trainers and reviewers*
- *Offer case scholarships to promote case writing across Qatar*
- *Recruit, train, supervise professional and amateur case writers (virtual) to contribute to the HEC case repository*

**Disclaimer**

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, may be part of the job.