



## CAREER OPPORTUNITY



### NORTH SOUTH UNIVERSITY

Center of Excellence in Higher Education

North South University (NSU), the first private university in Bangladesh, seeks applications from candidates with required qualifications and experiences for the following position:

Please read the full job description carefully to see if you have the skills, knowledge and experience that we are looking for. Only eligible candidates will be contacted by NSU for interview:

#### **Chief Student Counsellor, Proctor Office: 1 (One) position**

##### **Job Summary:**

The Chief Student Counsellor (CSC) provides leadership and direction to the staff of Student Counselling Center (SCC) at North South University to create a positive impact on the mental health, wellbeing and academic success of all our students by providing high quality services. The CSC functions as the administrator and clinical supervisor for all counselling professional staff, and is responsible for overseeing the daily operations of the Center.

##### **Performance Responsibilities:**

- i. Conduct and supervise direct clinical services, including individual counselling, group counselling, crisis response, outreach activities, referrals, and consultations.
- ii. Develop and maintain Center policies, procedures, and protocols in compliance with government requirements and NSU policies.
- iii. Manage the day-to-day operations of the Center and ensure maximum efficiency in the provision of services through ongoing planning, data analysis, continuous quality improvement activities, and coordinating functional work group activities.
- iv. Provide a responsive, confidential, and specialist counselling service to students and staff and refer to external specialist services as and when necessary.
- v. Manage all counselling office data, systems, and records, while ensuring the confidentiality of all information.
- vi. Hold seminar, training, workshops, and awareness programs on the state of mental health in Bangladesh tertiary education sector and help develop the capacity of NSU students and staff to understand and manage their problems.
- vii. Any other job in a related area that may be assigned by the university authority.

**Required Academic Qualification:** Master's Degree in Counselling/Clinical Psychology /Educational Psychology. Having Ph.D. degree in Counselling/Clinical Psychology /Education Psychology from a reputed university will be an advantage.

**Required Experience:** At least 15 years experience in counselling/mental health discipline in a higher educational institution in or outside Bangladesh.

##### **Required Knowledge, Skills, and Abilities:**

- Knowledge of counselling theory, practice, and ethics.
- Knowledge of safety and security precautions relevant to work performed.
- MS Office Programs.
- Experience with Information Management System.
- Ability to effectively communicate with a range of individuals and constituencies.

**Age:** Not exceeding 50 years.

**Pay Scale:** Tk. 64,708 - 6,471 - 1,61,769 (as per NSU policy).

**Note:** A candidate with a Third division/ class/ equivalent CGPA in any educational level will be rejected at the short-listing level.

NSU reserves the right not to appoint anyone if suitable candidates are not found.

Any prior communication or persuasion to the position will be considered as a disqualification. Interested candidates are requested to apply through [jobs.northsouth.edu](http://jobs.northsouth.edu) by November 18, 2023.

Department of Administration  
NORTH SOUTH UNIVERSITY

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NSU Job Portal: [jobs.northsouth.edu](http://jobs.northsouth.edu)