

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 positions:

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

Faculty Assistant, Department of Architecture: 1 (One) position

Job Description:

- Serve as principal contact and source of information for students, staff, and faculty members.
- Provide student counseling regarding course registration, academic curriculum, and student activities.
- Maintain proper communication with IAB (Institute of Architects, Bangladesh) for accreditation and other events.
- Maintain communication with faculty members and students through email and other appropriate platforms.
- Maintain faculty and student databases, official documents, and office files.
- Draft, distribute, and maintain official correspondence.
- Maintain liaison with faculty, students, guardians, and staff of other departments.
- Assist with other administrative duties, including copying, scanning, faxing, and emailing.
- Assist with other duties like posting letters, printing posters, and contacting external jurors during the final thesis presentation.
- Work on semester-wise course offerings, SIMs course entry, and preparing class routine.
- Work on final exam preparation, jury scheduling, and seating arrangements.

Academic Qualification:

- Master's degree, preferably an MBA with at least 2nd class/ CGPA 3 out of 4 from any reputed university.

Experience:

- Candidates should have at least 2 to 3 years of practical work experience in any large organization/educational institution.

Age: Ideally 25-30 years.

Pay Scale: Tk. 15,999 - 1,600 - 39,998 (as per NSU policy).

Other Terms and Conditions:

- Excellent verbal and written communication skills and well conversant in computer applications.
- Willingness to work on holidays and after office-hours, if necessary.
- Third division/ class/ equivalent CGPA of the candidates in any educational level will not be accepted.

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 by 28 November, 2023.