

## 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 NSU are looking for. Only eligible candidates will be contacted by NSU for written examination and interview.

### Assistant Officer, Financial Aid Office: 2 (Two) positions

#### Job Description:

- Disseminate financial aid information to the students/parents seeking financial assistance.
- Identify, classify, and counsel deserving students seeking financial aid.
- Maintain/manage existing financial aid recipients.
- Draft various memos/letters/notices of the office.
- Arrange and coordinate various meetings/events of the financial aid office.
- Ensure all types of secretarial support of the office/department.
- Any other tasks assigned by the supervisor.

#### Academic Qualification:

- An MBA/Master's Degree in any discipline from a recognized university.
- NSU graduates will be preferred.

#### Experience:

- 2 (two) years of progressive work experience will be preferred.

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 in both Bangla and English, supervisory experience, and well-conversant in computer applications and typing skills in Bangla and English.
- Willingness to work on holidays and after office hours if necessary.
- Third division/ class/ equivalent CGPA of the candidates at 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](http://jobs.northsouth.edu) by 1<sup>st</sup> March, 2024.

Department of Administration

NORTH SOUTH UNIVERSITY

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