

Qualifications, Experience required, and other Information for Application

Position: Director, Admissions Office

We are looking for a dynamic and self-driven professional for our admission. The Director of Admission is a decisive, driven, and target-oriented leader.

Education Qualification: Candidates must have MBA (Marketing) or Master's degree in English/ Mass Communication and Journalism/ Public Administration/ IR.

Experience: Total 21 years' of work experience in promotional activities and student admission counseling in a private university or similar organization which as 5 years work experience as Deputy Director or of equivalent position is required.

Job Responsibilities:

- Plan and implement admission activities for graduate and undergraduate programs.
- Maintaining alumni relations and supporting the preparation of promotional materials for prospective students.
- Work with members of the administration and faculty to organize specific retention efforts to increase student enrollment.
- Building and maintaining relationships with organizations such as colleges, diploma institutes, universities, banks, insurance, pharmaceuticals, schools, NGOs, etc.
- Train the admission section officials/counselor.

Additional Requirements

- Age limit: Age at least 40 years
- Strong interpersonal, presentation, networking, and verbal and written communication skills.
- Excellent computer literacy (especially in MS Word, MS Excel, and software skills).

Compensation & other benefits:

- Medical allowance, Provident fund, Insurance
- Festival Bonus: 2 (Yearly), and other incentive as per rules

Read Before Apply

- Salary may be negotiable for highly deserving candidates
- Experience and requirements are may be relaxed otherwise exceptionally qualifies candidates
- Only shortlisted candidates will be called for interview
- If the applicant does not apply in the prescribed form of the university the application will be rejected

**Photograph must be enclosed with the resume.*

Apply Procedure

1. Please download the application form from www.easternuni.edu.bd/career fill-up the form and attach it to your email message and
2. Applicant must apply in the prescribed form
3. Attach a bank draft/pay order of Tk. 200/- (Two hundred only) payable in favor of Eastern University with hard copy application, or bKash Tk.200/- to 01795711361 and send the TrxID along with the online application form.
4. send it to jobs@easternuni.edu.bd, email subject should be `Position Name`
 - **For email the application Prepare single PDF file including:**
 - Completed Job Application Form (in Eastern University prescribed format)
 - Recent passport-size photograph (soft copy to be pasted in Job Application Form)
 - Copies of all educational certificates, transcripts/mark sheets, experience certificates, and publications
 - National ID card and any other supporting documents (if applicable)

or send the hard copy to: The Registrar, Eastern University, Ashulia Model Town, Ashulia, Savar, Dhaka.

Mention the position on top of the envelope.