EASTERN UNIVERSITY
Ashulia Model Town, Dhaka, Bangladesh

WE ARE HIRING!

JOB CIRCULAR • ADMINISTRATIVE POSITION

Administrative Officer

(Equivalent to Senior Executive)

Office of the Hostel Super(s) – Male & Female Hostels

LAST DATE TO APPLY	PROPOSED SALARY	WORKING HOURS	ACCOMMODATION
18 Oct 2026	**Tk. 25,000**	**12 noon – 8 pm**	**On Campus**
Applications close	per month (negotiable)	6 days a week	Provided by University

1 ABOUT THE POSITION

Eastern University invites applications from experienced, responsible, and service-oriented individuals for the position of **Administrative Officer (Equivalent to Senior Executive)** to oversee and coordinate the overall administrative and operational activities of the University's **male and female hostels**. The appointed officer will be responsible for ensuring efficient hostel management and maintaining a **safe, disciplined, hygienic, and student-friendly** residential environment. The position requires effective coordination with the Hostel Super(s), the Hostel Management Committee, relevant University departments, students, and parents or guardians to ensure the smooth operation of hostel facilities and the welfare of resident students.

2 EDUCATION QUALIFICATION & EXPERIENCE

- A minimum of a **Master's degree** or equivalent qualification from a recognized university.
- Prior experience in **administration, residential management, student welfare**, or a related field will be given preference.
- Proficiency in oral and written communication in both **Bangla and English**.
- Proficiency in computer operations, particularly **Microsoft Office** applications, including Word, Excel, and PowerPoint.
- Ability to communicate effectively and maintain professional relationships with students, parents or guardians, and various administrative departments.

3 MAJOR DUTIES AND RESPONSIBILITIES

1. The appointed officer shall report directly to the Hostel Supervisor, the Hostel Management Committee, or any senior official designated by the University Authority and shall perform all assigned duties under their guidance, supervision, and instructions.
2. Provide necessary information regarding hostel facilities and accommodation to prospective students and their parents or guardians through telephone calls or in-person communication.
3. Coordinate with the University Admission Office to collect and maintain records of advance booking inquiries and duly completed hostel admission application forms from newly admitted students seeking accommodation in the hostel.
4. Coordinate with the Hostel Super(s) to facilitate student admission to the hostel, seat allocation, room changes, and check-out procedures.

5. Monitor the progress of collecting outstanding hostel rent and other dues and take necessary measures to ensure timely payment by students.
6. In coordination with the Accounts Department, communicate with parents or guardians, where necessary, regarding the payment of hostel rent, utility bills, security deposits, and other fees approved by the University, and ensure timely collection of such payments.
7. Coordinate with the Registrar's Office, Logistics, Transport, Accounts, and other relevant departments to address issues relating to student accommodation, room allocation, maintenance, security, health, and other hostel-related matters.
8. Liaise with the relevant departments, personnel, and service providers to ensure the prompt resolution of maintenance issues relating to electricity, water supply, internet connectivity, furniture, plumbing, and other hostel facilities.
9. Conduct regular inspections to ensure cleanliness, hygienic conditions, and overall habitability of the hostel premises.
10. Coordinate and supervise the activities of security personnel, caretakers, cleaners, and other support staff assigned to the hostel.
11. Respond promptly to students' complaints, requests, and emergencies, take appropriate action within the scope of authority, and refer matters requiring further intervention to the Hostel Super(s).
12. Play an effective role in maintaining discipline, mutual respect, and a safe, peaceful, and congenial residential environment within the hostel.
13. Maintain an updated inventory of hostel furniture, equipment, appliances, and other University-owned assets and monitor their proper use, maintenance, and safekeeping.
14. Prepare and submit regular reports on hostel occupancy and seat availability, rent collection, maintenance activities, student complaints, and other administrative matters relating to hostel operations.
15. Assist in planning, organizing, coordinating, and implementing hostel-related meetings, awareness programmes, cultural events, and annual indoor and outdoor sports competitions.
16. Implement necessary preventive and administrative measures, in accordance with University policies, to maintain a strictly non-political, smoke-free, and drug-free environment within the hostel.
17. Assist in implementing University policies and initiatives relating to student welfare, anti-ragging measures, prevention of sexual harassment, gender sensitivity, and student discipline.
18. Maintain the confidentiality and security of students' personal information, administrative records, and all other confidential information entrusted to the officer in the course of performing official duties.
19. Given the nature of the position, the appointed officer shall be required to reside on the University campus or in a hostel designated by the University. The University Authority shall arrange appropriate residential accommodation for this purpose. The officer must ensure availability and presence during nighttime hours as required for the effective discharge of assigned responsibilities.
20. Respond immediately to emergencies arising within the hostel, including security threats, medical emergencies, fire incidents, disciplinary issues, and other unforeseen events, take necessary action, and promptly inform the relevant authorities whenever required.
21. Maintain the highest standards of integrity, confidentiality, professional conduct, and ethical behaviour while strictly adhering to all applicable University policies, rules, regulations, and procedures.
22. Perform any other duties and responsibilities assigned by the Hostel Super(s), the Registrar, or any other competent authority of the University from time to time.

4 WORKING HOURS & ACCOMMODATION

Working Hours

The working hours shall be from **12:00 noon to 8:00 p.m.**

Working Days

The appointed officer shall perform duties **six (6) days a week**.

Residence

The officer shall **reside on campus** or in a hostel designated by the University, which will arrange accommodation, and ensure nighttime presence as required.

5 COMPENSATION & OTHER BENEFITS

PROPOSED MONTHLY SALARY

Tk. 25,000/-

Tk. 18,000/- as basic salary
Tk. 7,000/- as night duty allowance
Salary: as per the Eastern University (EU) Service Rules.

- Medical Allowance
- Provident Fund
- Insurance
- Festival Bonus: 2 (Yearly)
- Stable & long-term job opportunity
- Free in-house medical & psychosocial counseling
- Flexible, friendly & good working environment
- Challenging development work & skill improvement

6 READ BEFORE APPLY

Application fee: For administrative positions, attach a **bank draft / pay order of Tk. 200/-** (Two hundred only) payable in favor of **Eastern University** with the hard copy application, **or** bKash **Tk. 200/-** to **01795711361** and send the **TrxID** along with the online application form.

bKash payment (Merchant) – how to pay: 1) Dial ***247#** to open the bKash Mobile Menu 2) Choose "Payment" 3) Enter the Merchant bKash Account Number 4) Enter the amount 5) Enter a reference* (one word, e.g. pay orders) 6) Enter the Counter Number* (the salesperson at the counter will tell you) 7) Enter your bKash PIN to confirm. Done! You will receive a confirmation message from bKash.

- Salary is **negotiable** for highly deserving candidates.
- Experience and requirements may be relaxed for exceptionally qualified candidates.
- Applications **not submitted in the University's prescribed form** will be rejected.
- **Computer literacy** is essential for the position.
- Only **shortlisted candidates** will be called for the written test.
- **Photograph must be enclosed** with the resume.

7 APPLY PROCEDURE

1 Download the form
Download the application form from **www.easternuni.edu.bd/career** and fill it up.

2 Prepare a single PDF
Include the completed Job Application Form (University prescribed format) with a recent passport-size photograph (soft copy pasted in the form).

3 Attach documents
Copies of all educational certificates, transcripts / mark sheets (Masters, Bachelors, HSC, SSC), experience certificates, National ID card and any other supporting documents (if applicable).

4 Send your email
Email to **jobs@easternuni.edu.bd** with the email subject: **Position Name**.

Prefer to apply by post? Send the hard copy to: **The Registrar, Eastern University, Ashulia Model Town, Dhaka.** *(Mention the position on top of the envelope.)*

APPLICATIONS MUST BE SUBMITTED BY

18 October 2026

Registrar
Eastern University
Ashulia Model Town, Dhaka
jobs@easternuni.edu.bd