

Qualifications, Experience required, and other Information for Recruitment

Position: In-House Campus Supervisor (Ashulia Permanent Campus)

The campus supervisor plays a vital role in overseeing the day-to-day operations of the university campus, ensuring a well-maintained and secure environment for students and staff. Eastern University is seeking a **Campus Supervisor** for its permanent campus in Ashulia. The ideal candidate is a **Retired Junior Commissioned Officer** or holds an equivalent position from Defense Services. The Campus Supervisor will report to the In-Charge, Logistics, and will be responsible for ensuring the safety, security, cleanliness, and smooth operation of the campus. Key duties include supervising campus property, managing assets, assisting with events, and providing daily campus status reports. The role requires a flexible work schedule, including nights and weekends, to maintain a safe and efficient campus environment.

Education Qualification and Experience:

Retired Senior Warrant Officer / Warrant Officer from Defense Services.

Job Responsibilities:

- Stay on campus overnight, with a primary focus on overseeing the safety and security of the campus, including student hostels and transport areas.
- Ensure the campus remains clean, orderly, and secure at all times
- Oversee the attendance and performance of Laborers, and Cleaners to ensure they are working efficiently and following proper standards.
- Make sure that all electrical appliances are turned off and in the correct setting after working hours.
- Prevent potential fire hazards and ensure that fire safety equipment is available, maintained, and placed correctly.
- Follow and enforce safety rules, use proper safety equipment, and report any unsafe conditions to the appropriate authorities.
- Provide regular updates on any incidents, accidents, or damage to campus property and assist the Logistics Department in resolving these issues.
- Keep track of the movement of assets and equipment in and out of the campus and maintain records of these shifts.
- Manage the relocation of campus property, equipment, and materials when necessary and ensure proper documentation.
- Identify and report the need for construction, repairs, or purchases to keep the campus running smoothly. Follow up on requests made to the Logistics Department.
- Monitor any ongoing construction or repair work within the campus to ensure it is completed efficiently.
- Assist the Logistics Department in organizing meetings, seminars, workshops, and cultural events.
- Prepare a report at the end of each day, covering incidents or accidents that occurred on campus, and submit it to the Logistics Department for review.
- Allocate furniture, chairs, and other equipment as needed by departments to support their functions and maintain accountability for these items.
- Communicate with external agencies like law enforcement if necessary to address safety concerns.
- Report campus-related crimes or incidents to the Deputy Director of Logistics for further action.
- Patrol the campus at least twice a day, including once at night, to ensure a safe and secure environment for students and staff.

- Carry out any other tasks assigned by the Registrar, Deputy Director of Logistics, or other senior management.

Additional Requirements

- Prior experience in campus supervision or a related role in maintaining security and order.
- Retired from defense services or a similar background will be given preference.
- Must be willing to stay on campus overnight, including weekends and holidays.
- Ability to effectively communicate and interact with students, staff, and security personnel.
- Capable of conducting patrols and responding swiftly to incidents.
- Computer literacy will be considered an additional qualification for the candidate.

Compensation & other benefits:

- Medical allowance, Provident fund, Insurance
- Festival Bonus: 2 (Yearly)
- Stable and long term job opportunity
- Free in-house medical and Psychosocial counseling service
- Flexible, friendly and good working environment
- Challenging development work & Opportunity of skill improvement

*** For administrative positions,** 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.

You can make payments from your bKash Account to any 'Merchant' who accepts 'bKash Payment'.

1. Go to your bKash Mobile Menu by dialling *247# ; 2. Choose "Payment" ;3. Enter the Merchant bKash Account Number you want to pay to ; 4. Enter the amount you want to pay ; 5. Enter a reference* against your payment (you can mention the purpose of the transaction in one word. e.g. pay orders)

6. Enter the Counter Number* (the salesperson at the counter will tell you the number) ; 7. Now enter your bKash Mobile Menu PIN to confirm

Done! You will receive a confirmation message from bKash.

Read Before Apply

- Salary are negotiable for highly deserving candidates
- Computer literacy are essential for the position
- Experience and requirements are may be relaxed otherwise exceptionally qualifies candidates
- Only shortlisted candidates will be called for written test or 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: To apply, please download the application form from www.easternuni.edu.bd/career fill-up the form and attach it to your email message and send it to jobs@easternuni.edu.bd, email subject should be `Position Name`

or send the hard copy to: **The Registrar, Eastern University, Ashulia Model Town, Dhaka.** (Mention the position on top of the envelope.)