

Qualifications, Experience required, and other Information for Application

Position: Director (Admission 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 and Experience: Candidates must have MBA (Marketing) or Master's degree in English/ Mass Communication and Journalism/ Public Administration/ IR. Total 16 to 20 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 equivalent position is required. The candidate must be result-driven and experienced professional with innovation ideas and marketing orientation. The candidate should be well conversant in public relations and admission-related works in both English and Bangla. Must be capable of working independently and guide and supervise other members in the Admission Office. Good communication in English language, computer literacy in modern office applications and ability to handle customized university automation software will also be given preference. Criteria may be relaxed for highly experienced candidate.

Job Responsibilities:

- Collaborating with colleges, diploma institutes, universities, and other organizations (academics, corporate, and alumni, etc.) to facilitate student enrollment efforts.
- Arranging college visit program to ensure effective opportunities for diverse populations of students throughout the country.
- Planning, organizing, budgeting, assigning, and overseeing the cycle of virtual and on-ground travel, admission fairs, event coverage, and recruiting and yielding events for admission.
- Plan and implement admission activities for graduate and undergraduate programs.
- Administering promotional activities to build a good impression of the university.
- Keeping in touch with alumni and assisting the director of communications/alumni relations in the creation of promotional materials that help prospective students understand the Departments.
- Work with members of the administration and faculty to organize specific retention efforts to increase student enrollment.
- Coordinate and participate in special events involving prospective students.
- Building and maintaining relationships with organizations such as banks, insurance, pharmaceuticals, schools, colleges, NGOs, etc.
- Train the admission section officials/counselor to collect the prospective students.

Additional Requirements

- Age limit: Age at least 40 years
- Both males and females are allowed to apply.
- Extensive experience in education or admissions.
- Understanding of statistics, admissions requirements and procedures, and financial aid application processes.
- Ability to analyze and interpret information and sales and marketing skills.
- Must be capable of working independently and guiding and supervising other members of the Admission Office.

- Strong interpersonal, presentation, networking, and verbal and written communication skills.
- Should have strong leadership skills and the ability to work under pressure.
- Pro-active, honest, sincere, hard working & Self Motivated.
- Problem-solving ability and solid communication and counseling knowledge
- Excellent computer literacy (especially in MS Word, MS Excel, and software skills).

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

- Rank and 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

Road 6, Block B, Ashulia Model Town, Ashulia, Savar, Dhaka-1216.

Mention the position on top of the envelope.

Applications should be submitted by : 31 July 2025