

Qualifications, Experience required, and other Information for Application

Position: Director / Deputy Director (Admission Office)

We are looking for a dynamic and self-driven professional for our admission. The Director / Deputy 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 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 / Assistant Director of 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.

Compensation & other benefits:

- Medical allowance, Insurance
- Stable and long term job opportunity
- Free in-house medical and Psychosocial counseling service
- Free transport facility (Pick and drop)

*** 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.)