Qualifications, Experience required, and other Information for Application

Position: Graphics Designer & Social Media Operation Officer, Creative Section

The Creative Section, Eastern University, is responsible for developing creative content and managing digital communication to enhance the University's brand image and public engagement. Its key activities include graphic design, visual content development, social media management, digital marketing materials, promotional campaigns, and the creation of creative content for the University's website and social media platforms. The Section also supports admission campaigns, academic and extracurricular events, and other institutional activities through effective visual communication and digital outreach.

Education Qualification and Experience: M.Sc./B.Sc./Diploma in Graphic Design/Multimedia/CSE/CS/EEE/ETE from any recognized Institute. A minimum of 3 (three) years of relevant professional experience as an Assistant Executive or in an equivalent position.

Compensation & other benefits:

- Contractual job
- Stable and long term job opportunity
- Free in-house medical and Psychosocial counseling service
- Medical allowance, Insurance
- 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 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: 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`

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 (Masters, Bachelors, HSC, SSC), experience certificates- National ID card and any other supporting documents (if applicable)

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