



EAST WEST UNIVERSITY
PROGOTI FOUNDATION FOR EDUCATION AND DEVELOPMENT
PERMANENT SANAD HOLDER
A/2 Jahurul Islam City, Aftabnagar, Dhaka-1212, Bangladesh

Vacancy Announcement

The Research Project titled, “Developing an Alumni Profile for East West University”, funded by the Centre for Research and Training, East West University, is seeking applications for the following tenured positions.

1. Communication Assistants (02)

Duties and responsibilities

- # Communicate with EWU alumni
- # Arrange meetings with EWU alumni
- # Provide other administrative and logistical support to the project team

2. Research Assistants (02)

Duties and responsibilities

- # Review literature and other relevant documents
- # Take meeting minutes
- # Collect and report data
- # Manage and analyze data
- # Contact alumni (as and when necessary)

Qualification: Minimum bachelor’s degree in any discipline

Experience (if applicable): Working knowledge of Microsoft Excel (working knowledge of any statistical analysis software will be preferable)

Job Type and Duration: 03 months from the day of joining

Salary: 11,000 taka per month

Application Procedure: Interested candidates should submit applications to Dr. A. M. Tanvir Hussain, Principal Research Investigator at hussain@ewubd.edu with a current CV by Thursday, 30 January 2020.

NB: Please note that only short-listed applicants will be contacted for the next round of selection

Application Deadline: 30 January 2020