

## **Job Opportunities**

**Position:** Research Assistant

### **Terms of Employment:**

- ❖ 11 months contract (renewal of contract will depend on performance)
- ❖ Remuneration: TK 25,000/= per month (consolidated)

### **Job Responsibility:**

- ❖ Contact and correspond with journal authors of East West Journal of Humanities (EWJH) and East West Journal of Business and Social Studies (EWJBSS)
- ❖ Retrieve and process articles of EWJH & EWJBSS
- ❖ Check EWJH & EWJBSS articles for plagiarism through Turnitin
- ❖ Make checklists of EWJH & EWJBSS articles according to “Call for Papers” specifications
- ❖ Check EWJH & EWJBSS articles according to APA & MLA in-text citation and referencing styles
- ❖ Keep track of EWJH & EWJBSS articles throughout the review process
- ❖ Assist with research work
- ❖ Collect, compile, analyze and process data
- ❖ Assist with organization of EWUCRT seminars, workshops, training and national and/or international conference(s)
- ❖ Assist regularly in the administrative duties of EWUCRT

### **Required Qualifications:**

- ❖ Experience as Research Assistant would be preferable
- ❖ M.A. from a reputed University (with thesis/dissertation)
- ❖ A minimum CGPA of 3.50 on a scale of 4.00
- ❖ Knowledge of in-text citation and referencing according to APA & MLA styles

Please send the application with a complete CV including all academic results, attested copies of academic and experience certificates and two passport size photographs to Chairperson, East West University Center for Research and Training, East West University, Plot-A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212, or e-mail to [ewucrt@ewubd.edu](mailto:ewucrt@ewubd.edu)

**Application Deadline: 16 February 2023**