

Proctor

European University of Bangladesh



Vacancy: 1

Job Context

European University of Bangladesh (EUB) is one of the leading Universities in the private sector. We are looking for a competent Proctor.

Duties and Responsibilities:

- 1.1 Responsible for the management and administration of students making significant contributions to designing and implementing proctorial system.
- 1.2 Supervision of overall Law and order situation and Security in and out of the university campus and keeping informed the university authority.
- 1.3 Established liaison with local Law enforcing agencies, Police offices and other related authority for any undesirable situations.
- 1.4 Lawfully deal with all the concomitant activities in connection with dowry, abuse of women, eve teasing, violence etc.
- 1.5 Maintain effective communication with students and facilitate student queries.
- 1.6 Coordinate student disciplinary matters.
- 1.7 Student's welfare and Proctorial responsibilities.
- 1.8 Handle all the judicial matters as and when required.
- 1.9 Prepare Code of Conducts for the Students as well as making all other procedures to run the varsity smoothly.
- 1.10 Any other duties as may be assigned to you from time to time by the University.

Employment Status: Full-time

Educational Requirements:

- Master's Degree in relevant Subjects with special reference to Public Administration or Law from a reputed University.
- Doctorate Degree will be preferred.

Experience Requirements:

- At least 12(twelve) years of total experiences of which at least 06-08 years at a senior level of administration in a reputed organization.
- Administrative and Professional Experiences specially teaching in private/public Universities.
- Proficiency with computers.

Job Location: Mirpur, Dhaka,

Application Deadline: 31December 2023

Apply Procedures

Email

Send your CV to info@eub.edu.bd

And Hard Copy

Applicant are requested to apply with full CV, a signed application, attested photocopies of all academic & experiences records, and 2(two) copies of recent passport size photographs within 31.12.2023 to Registrar, European University of Bangladesh (EUB), Permanent Campus: 2/4, Gabtoli, Mirpur, Dhaka-1216.

Registrar
EUB