

Administrative Officer (MPH program, IUBAT)

Job Responsibilities

- Assist Chair in all program promotion and student recruitment-related activities (e.g., developing flyers, brochures, leaflets, organizing seminars/guest lecturers/workshops, freshmen initiation, and other community events)
- Create, maintain and update all online activities of the MPH program (Facebook, LinkedIn, website)
- Coordinate with other departments including Registrar's office, VC's office, and library; organize classrooms and assist faculty members in all teaching-related activities
- Be the first line of the email, phone, or in-person contact for all potential admission seekers (students and parents)
- Create a database of all medical, dental, pharmacy, nursing, and other health-related undergraduate programs offered by universities and colleges in Bangladesh with contact information (website, social media accounts, emails, phone numbers)
- Create, maintain and update a comprehensive list of academic institutes with correct contact information (website, social media accounts, emails, phone numbers) that will be
 - 1) potential sources of MPH students;
 - 2) where MPH students may be placed for their internships and undertake their dissertation research and
 - 3) where MPH graduates may seek employment after graduation.
- Search online and create a database of all possible student groups (e.g., medical students' society) who are potential MPH candidates with their Facebook accounts, messenger groups, email addresses and phone numbers
- Create and maintain a database of all IUBAT alumni who are potential MPH candidates with their Facebook accounts, messenger groups, email addresses and phone numbers
- Organize and coordinate departmental, inter-departmental and program-related meetings, prepare meeting minutes and distribute the meeting minutes
- Maintain a correct and easy-to-use filing system (electronic and hardcopy) and update it with existing and new documents, reports, letters, faxes, emails, etc. on a daily basis; ensure information is organized and easily accessible
- Assist the Chair in organizing routine activities through secretarial and administrative support.
- Maintain Chair's program/appointment schedule, update and brief Chair on daily and upcoming events.
- Monitor and report on all program and promotional activities offered by competitor universities
- Acquire adequate knowledge of exam rules, course offering, advisory services, internships, and dissertations
- Follow up a departmental academic calendar and semester class schedule
- Maintain the record of probationary, suspension, and dismissal students and organize meetings between these students with the Chair and

- Receive documents for placement letters and verify academic certificates
- Organize the Internship and Dissertation presentations of students
- Provide required support to students, staff and academic visitors
- Coordinate the student information system

Educational Requirements

- Minimum graduation preferably from business or health discipline from any reputed university. Additional training on marketing using social media is desired.

Skills Required:

- Superior communication, coordination and interpersonal skills
- Very good in English writing, listening and speaking

Experience Requirements

- At least 1-2 year(s)

Additional Requirements

- Age at least 22 years
- Both male and female can apply

Job Location

Uttara, Dhaka

Salary

Negotiable

Other Benefits

- Medical allowance, Provident fund, Gratuity
- University-provided bus service
- Festival Bonus: 2
- Generous Casual and Earned leave policy