



OFFICE OF THE REGISTRAR

JOB DESCRIPTION & PERSON SPECIFICATION FOR ADMINISTRATIVE OFFICER

1. JOB INFORMATION

Post Title: **ADMINISTRATIVE OFFICER**
Mode: **Full Time**
Ref No: **WUB/HR/Admin_officer**

2. JOB DESCRIPTION

Purpose

The International Office offers support to all new and continuing overseas students for credit transfer and study abroad. It also promotes the university's interests abroad and has established academic collaborations with several foreign universities. The Office running under the Office of the Registrar is looking for a dynamic person who has the skills to harness and grow the existing exchanges prevalent in the University. Aspirant candidates are requested to make the necessary application in the prescribed.

Main Duties and Responsibilities

1. Developing strategic alliances and managing institutional partnerships and collaborations including our membership of the different bodies.
2. Building international profile for the University which means looking for new academic partners and enhancing the scope of collaborations with different universities of the world.
3. Negotiating with institutional contacts and developing institution-specific operational plans to identify key stages in the recruitment cycle for inclusion in the Memorandum of Co-operation where appropriate and the maintenance of records.
4. Working with departments to develop their international agendas. This includes international agreements, funding opportunities, information on student exchanges, participation in visits and profile-raising.
5. Developing and managing international opportunities for students.
6. Provide necessary feedback on internationalising of the University, the curriculum and services to staff, students, partners and stakeholders.
7. Delivering presentations and counselling prospective students for foreign visits and study with academic and collaborative partners.

8. Carrying out all necessary follow-up work in liaison with colleagues responsible for admissions of foreign students.
9. Evaluating outcomes of development activities regularly, producing reports on the achievement of targets and advising on strategies for optimizing results.
10. Contributing to the planning, organization and delivery of the orientation/welcome programme for new students and providing support to students before, during and after their arrival.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Supervision Given

Other Administrators as appropriate.

PERSON SPECIFICATION FOR ADMINISTRATIVE OFFICER (INTERNATIONAL OFFICE)

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Must have a graduate degree from a reputable University or Institute.	Must be fluent in English and Bengali. Preferable Knowledge of any other foreign language. Recognized teaching qualifications.
Experience	Possess a working knowledge in a University. Ability to linkage such as collaboration with foreign universities. Ensure the partnership activities are in place and develop strategies, direction and plans for ensuring that such partnership stay in line and practice.	Up to date knowledge of any western Higher Education system.
Job Related Skills and Capabilities	Coordinate activities when events which are outcomes of international partnerships to achieve the best of social relationship. Commitment to delivering high quality services. Good organizational and management skills. Suitable level of proficiency in ICT and understanding of its application to teaching, learning and applied research.	Evidence of successful external network. Some administrative and organizational experience. Experience of process and systems improvement.

Interpersonal Skills	<p>Effective oral and written communication skills in both individual and group situations.</p> <p>Ability to lead and work as a member of a team or group.</p> <p>Ability to relate to students with diverse backgrounds, ages and experience.</p>	<p>Experience of mentoring or supporting more junior or less experienced colleagues.</p>
Other Requirements	<p>Willing to undertake activities in the evening when necessary, and participate in occasional weekend activities such as recruitment days.</p> <p>Willingness to travel abroad to undertake administrative and related activities related to the role.</p> <p>Evidence of communication to the wider student experience e. g. in recruitment/ retention initiatives, in employability/ enterprise initiatives, student welfare.</p>	

Instructions

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at aj.masud@wub.edu.bd. Application forms for the post are available from <http://jobs.wub.edu.bd>. Please download the form and submit your application via email to hr@wub.edu.bd or submit by postal mail to **Human Resources Division**, World University of Bangladesh, Building 3/A, Road # 04, Dhanmondi, Dhaka – 1205, BANGLADESH.