



OFFICE OF THE REGISTRAR

JOB DESCRIPTION & PERSON SPECIFICATION FOR ADMISSION OFFICER

1. JOB INFORMATION

Post Title: **ADMISSION OFFICER**
Mode: **Full Time**
Ref No: **WUB/HR/Admission_Off/2019(1)**

2. JOB DESCRIPTION

Main Duties and Responsibilities

The applicants should have experience in the following area(s):

- Must be motivated to attract students to seek admission in WUB.
- Student counseling, responding to guardian's enquiries.
- Maintaining office work, making and answering phone calls.
- Administrative work completed properly and timely.
- Maintenance of consistent follow-up communication via telephone, in person and email for all relevant matters.
- Analysis of documents and proper filing based on policies.
- Complete outbound calls and emails in a timely manner.
- Student counseling, admission and other administrative works.
- Interest in administration, management and related fields.
- Fluency in oral, written English (highly desirable).
- Intent on learning office administration skills.
- Good interpersonal and public relations skills.
- Time management and multitasking abilities.
- Self-motivated, well behaved and humble.

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 ADMISSION OFFICER

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Minimum H.S.C or equivalent; Bachelor Degree in any discipline from a recognized University will be given preference.	Preferable Knowledge of any other foreign language.
Job Related Skills and Capabilities	Commitment to delivering high quality services. Good organizational and management skills. Suitable level of proficiency in ICT and understanding of its application.	Evidence of successful external network.
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations. Ability to lead and work as a member of a team of group. Ability to relate to students with diverse backgrounds, ages and experience.	Experience of mentoring or supporting more junior or less experienced colleagues.
Other Requirements	Please specify how you match your skills and capabilities in addresses the filling criteria of the job concern: (1) How you would council student admission and enquiries? (2) What mechanisms do you think is suitable for ensuring communication with students and guardians? (3) What analytics would you use in evaluating data of admission? Explain. Additional requirements: (1) What software packages are you skilled in? (2) Explain how you would manage contingencies at work place? (3) What other language skills do you passes beyond Bangla and English? (4) What makes you motivated at work place?	Willingness to travel abroad to undertake administrative and related activities related to the role.

Instructions

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at aj.masud@wub.edu.bd. An online application forms must be filled from <http://jobs.wub.edu.bd>.