



**DEPARTMENT OF ADMINISTRATION**

**JOB DESCRIPTION & PERSON SPECIFICATION FOR PART TIME PHOTOGRAPHER**

**1. JOB INFORMATION**

Post Title: **PART TIME PHOTOGRAPHER**  
Mode: **Part Time (24 hours per week)**  
Ref No: **WUB/HR\_Admin/PTP/2025(007)**

**2. JOB DESCRIPTION**

**Requirements:**

- Must be a currently enrolled student at World University of Bangladesh.
- Possess a good quality camera and basic photography skills.
- Knowledge of photo editing software (e.g., Adobe Photoshop, Lightroom) is preferred.
- Ability to capture clear and professional photos in different functions.

**Responsibilities:**

- Capture high-quality photographs during university events, seminars, workshops, and other official activities.
- Edit and enhance photographs to maintain professional standards.
- Maintain and organize photographic equipment and digital archives.
- Coordinate with event organizers and the Office of Registrar to understand photography requirements.
- Deliver photos within the stipulated deadline.

**Benefits:**

- Monthly allowances (Tk. 3000) to be provided.
- Possible recommendation letters for future job or academic applications.

**Conditions:**

- The position is part-time and does not interfere with academic responsibilities.
- The photographer must maintain professionalism and adhere to university rules and regulations.
- The university retains the right to use the photographs for promotional and archival purposes.
- The tenure of the position will be initially for one semester, extendable based on performance and requirements.
- Strict confidentiality must be maintained regarding sensitive events and materials.

**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 colleagues as appropriate.

**Number of Position:** Two (02)

**PERSON SPECIFICATION FOR PHOTOGRAPHER**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education / Qualifications</b>	Currently enrolled student at World University of Bangladesh.	Sufficient language skills in English and Bengali.
<b>Experience</b>	Prior photography experience will be an added advantage.	Up to date knowledge on photography equipment.
<b>Job Related Skills and Capabilities</b>	Commitment to delivering high quality services. Good communication skills and punctuality.	Evidence of successful external network.
<b>Interpersonal Skills</b>	Effective oral and written communication skills in both individual and group situations.	Supporting to less experienced colleagues.
<b>Other Requirements</b>	Willingness to travel abroad to undertake administrative and related activities related to the role.	Supportive and Pro-Active

**Instructions**

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