



WORLD UNIVERSITY OF BANGLADESH

UGC & Govt. Approved

A University for Quality & Utilitarian Education

DEPARTMENT OF EDUCATION AND RESEARCH

JOB DESCRIPTION & PERSON SPECIFICATION FOR ASSISTANT PROFESSOR

1. JOB INFORMATION

Post Title: ASSISTANT PROFESSOR (B.Ed. & M.Ed. Programs)

Mode: Full Time

Ref No: WUB/DER/ASST PROF/2026(003)

2. JOB DESCRIPTION

Main Duties and Responsibilities

- To participate actively in teaching using innovative pedagogical styles linked with use of information technology.
- To take responsibility for the development and delivery of learning, teaching materials, and assessment.
- To ensure that students have an effective learning experience by providing high quality academic guidance.
- To undertake professional development in support of teaching and applied research, and if appropriate in support of student welfare and curriculum management.
- To demonstrate innovative approach to teaching and support for students through the use of a wide range of learning resources and appropriate pedagogic practice.
- To undertake applied research through contributing to innovative design, development and delivery of a range of courses at various levels.
- To make a substantial contribution to curriculum design and delivery in compliance with University quality standards and regulations, and be responsible for quality, audit and other external assessments.
- To regularly review and update curriculum content and teaching materials, ensuring that they remain up-to-date and relevant, incorporating advances in the subject area and utilizing appropriate technology.
- To set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide timely and constructive feedback to students.
- To actively maintain an understanding of appropriate pedagogy in the subject area.

Beside these, the candidate is required to:

- Maintain academic discipline, performance monitoring of junior teachers, maintain students' records in the University management system, and serve as a member of thesis defense panels and thesis supervision committees.
- Prepare and modify course syllabi and course outlines.
- Conduct research in different areas and publish findings in scholarly journals.
- Perform academic administration and other activities as required, including examination proctoring, viva conducting, registration duties, etc.
- Meet with and report activities to the Vice-Chancellor/President of the University/Top Management.
- Assess students, including setting and marking assignments, class tests, term papers and project works.
- Undertake any other duties as determined by the University Management and the Vice Chancellor.

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: Senior Teaching Fellow, Teaching Fellow, Senior Lecturer, Lecturer, Instructors, and Research Associates as appropriate.

Salary Range: BDT. 45,740/- (Starting) – BDT. 81,344/- per month, depending on fulfilling criteria.

(Salary depending on qualifications, preferably PhD degree, experiences, number of publications and contribution to the University.)

3. PERSON SPECIFICATION FOR ASSISTANT PROFESSOR

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Must have a PhD Degree in Education or a related subject with a 4-year Bachelor Degree from any recognized University.	PhD and relevant publications. Recognized teaching qualifications.
Publication and Teaching Experience	Number of publications: Total seven (7) publications in recognized journals. Teaching experience: Total seven (7) years.	Evidence of communication to the wider student experience, e.g. in employability/enterprise initiatives and student welfare.
Learning Support	Must be able to engage in subject, professional, pedagogic and other scholarly activities relevant to the role. Be capable of developing and applying innovative and appropriate teaching techniques and materials which create interest, understanding and enthusiasm amongst students. Undertake curriculum design and deliver material across a range of programmes of study at various levels, using appropriate teaching, learning support and assessment methods, reviewing and improving as required. Should have supervised Masters and UG student projects, field trips and, where appropriate, placements. Be capable of conducting academic duties, including setting examination questions, marking, invigilation and pastoral support of students, required to sustain the delivery of high-quality teaching.	Experience of leading-edge professional practice/consultancy work, including evidence of effective application of solutions to educational/practice problems, with associated reports or other outputs.
Job Related Skills and Capabilities	Ability to work independently, take the initiative, innovate, and identify and secure opportunities for development of the Department/University. Commitment to delivering high quality service to students. Good organizational and management skills. Suitable level of proficiency in ICT and understanding of its application to teaching, learning and applied research.	Experience of process and systems improvement.
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 or 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	Willing to undertake academic activities in the evening when necessary, and participate in	Experience of working abroad or working in partnership with organizations overseas.

	occasional weekend activities such as recruitment days. Willingness to travel abroad to undertake academic and related activities. Be able to contribute to the efficient management and administration of the Department by performing administrative duties as allocated by the Chair and by taking on appropriate Departmental responsibilities. Must have leadership qualities such as to act as course leader or equivalent, by coordinating the work of others to ensure that courses are delivered effectively or organizing the work of a team by agreeing objectives and work plans.	Competence in more than one language. Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development. Act as a personal mentor to peers and colleagues.
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4. INSTRUCTIONS

For further information, please send your enquiries to the **Mr. Pronab Roy at pronab.roy@wub.edu.bd**.

An online application form must be filled in at **<http://jobs.wub.edu.bd>**