

RESEARCH AND INNOVATION CENTER (RIC) WORLD UNIVERSITY OF BANGLADESH (WUB)

JOB DESCRIPTION & PERSON SPECIFICATION FOR RESEARCH ASSISTANT

JOB INFORMATION

Post Title	Research Assistant
Reference	WUB/HR/Research/2026(01)
Mode	Full Time
Department/Unit	Research and Innovation Center (RIC)
Institution	World University of Bangladesh (WUB)
Reports To	Director, Research and Innovation Center
Job Location	WUB Campus, Dhaka, Bangladesh

JOB DESCRIPTION

Main Duties and Responsibilities

The Research Assistant will provide administrative, operational, and coordination support to the Research and Innovation Center (RIC) to facilitate high-quality research activities at WUB. The position will support research project administration, grant management, research documentation, faculty and researcher communication, research events, publication activities, and institutional research reporting.

Besides these, the candidate is required to:

- Coordinate the administrative activities of research projects managed by RIC.
- Maintain records of grant approvals, agreements, payments, reports, and project outcomes.
- Assist faculty members in preparing and submitting research proposals.
- Monitor research project timelines, milestones, deliverables, and reporting requirements.
- Follow up with Principal Investigators regarding project progress and required documentation.
- Maintain an updated database of research projects, researchers, publications, grants, and research outputs.
- Support the preparation of research project progress and completion reports.
- Assist in administering internal and external research grant schemes.
- Prepare periodic research performance reports for RIC management and university authorities.
- Assist RIC in coordinating communication with universities, research institutions, industry partners, funding agencies, professional bodies, and other external organizations.
- Assist in organizing research-related meetings, workshops, seminars, conferences, and webinars.
- Prepare professional correspondence, reports, notices, and research-related documents.
- Perform any other duties assigned by the Director, RIC and University Management.

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

Research Assistants/Support Staff, where applicable.

Salary: Negotiable

PERSON SPECIFICATION FOR RESEARCH ASSISTANT

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Master's degree in Business Administration, Management, Social Sciences, Public Administration, Education, Science, Engineering, or a relevant discipline from a recognized university.	Relevant academic qualifications or training in research administration, project management, research methodology, or a related field.
Professional Experience	2–3 years of relevant experience in research assistance, university administration, project coordination, academic administration, or a related field.	Experience in research project administration, grant management, research documentation, academic institutions, or research organizations.
Research and Technical Skills	Good working knowledge of Microsoft Word, Excel, and PowerPoint. Knowledge of academic research and publication processes. Ability to assist in research proposal and report preparation. Ability to maintain research records, databases, and project documentation. Knowledge of online meeting and webinar platforms.	Basic knowledge of Scopus, Web of Science, ORCID, Google Scholar, and other research information platforms. Experience with research grant schemes and project monitoring. Knowledge of research management software or databases.
Job Related Skills and Capabilities	Ability to monitor project timelines, milestones, deliverables, and reporting requirements. Ability to work independently and take initiative. Strong organizational and time-management skills. Ability to maintain confidentiality and handle research-related information professionally. Ability to coordinate with faculty members, researchers, academic departments, and external stakeholders.	Ability to identify opportunities for research development and collaboration. Experience in organizing research events, workshops, seminars, or conferences.
Interpersonal Skills	Excellent written and spoken English. Good command of Bangla. Ability to prepare professional correspondence, reports, notices, and research-related documents in English. Strong interpersonal and coordination skills. Ability to work effectively as a member of a team.	Experience of working with diverse academic and professional stakeholders. Evidence of successful external networking.
Other Requirements	Willingness to undertake research-related and administrative activities as required by the University. Willingness to work beyond regular office hours when necessary. Willingness to attend meetings, workshops, seminars, conferences, and other research activities.	Willingness to travel for official research and academic activities when necessary. Competence in more than one language.

Contact Person:

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