



Inspiring Excellence

## SEARCH FOR ASSISTANT MANAGER International and Scholarship Office

BRAC University follows a liberal arts approach to education, which nurtures innovative ideas and gives new impetus to the field of tertiary education. It ensures a high quality of education and aims to meet the demands of contemporary times. BRACU is accredited by the University Grants Commission (UGC) and approved by the Ministry of Education, Government of Bangladesh, which has established itself as one of the leading private universities in Bangladesh. The university plays an integral role in developing skilled graduates for a knowledge-based economy. We are searching for a competent candidate to add value to this role.

### KEY RESPONSIBILITIES

- ▶ Support international student recruitment and promotional initiatives.
- ▶ Document applicants' financial information to ensure compliance with admission, scholarship, and immigration requirements.
- ▶ Documentation of academic records of international students and verify transcripts and certificates for equivalence with BRAC University grading standards.
- ▶ Administer tuition waivers and scholarships, ensuring accurate assessment, transparency, and timely disbursement in line with institutional policies.
- ▶ Maintain and update database of international students' medical insurance.
- ▶ Coordinate with the Ministry of Education and Ministry of Foreign Affairs for attestation of international students' academic documents.

### REQUIREMENTS

- ▶ Minimum Bachelor's degree with excellent academic credentials from a reputed university; Master's degree will serve as an added advantage.
- ▶ At least 02 years of experience in a relevant field, preferably within a reputable organization, ideally in a university setting.
- ▶ Strong interpersonal and stakeholder management skills, with the ability to work effectively in diverse and collaborative environments.
- ▶ Excellent verbal and written communication skills in both Bangla and English.
- ▶ Proficiency in MS Office applications supported by strong organizational skills.
- ▶ Demonstrated initiative, creativity, and problem-solving ability, with a focus on continuous improvement.
- ▶ Methodical work approach with high attention to detail and a strong understanding of confidentiality and professional ethics. Flexible, adaptable, and responsive to changing requirements while working collaboratively across departments.

### Job Location

BRAC University

### Application Procedure

Interested candidates meeting the above requirements are invited to apply online through [career.bracu.ac.bd](https://career.bracu.ac.bd) by **11 January 2026**. Any attempt to unethically influence the selection process will disqualify the candidate's application.

**Only shortlisted candidates will be contacted.**

**BRAC University is an equal opportunity employer and maintains "zero tolerance" regarding sexual harassment.**





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## SEARCH FOR

### ASSISTANT DORM SUPERVISOR International and Scholarship Office

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#### KEY RESPONSIBILITIES

- ▶ Foster positive and respectful relationships with dormitory students.
- ▶ Communicate dormitory rules and policies to ensure discipline in line with BRACU guidelines.
- ▶ Coordinate with the BRACU Medical Center for student healthcare needs.
- ▶ Oversee meal services and resolve related disputes in coordination with relevant departments.
- ▶ Assist students with emergencies outside the dormitory when needed.
- ▶ Maintain daily attendance records and ensure dormitory security, cleanliness, and upkeep.
- ▶ Report and coordinate maintenance and infrastructural needs with BRACU Operations staff.
- ▶ Manage residential services including transport, stipend distribution, cultural trips, and recreational activities.
- ▶ Maintain official student and dormitory records.
- ▶ Liaise with the International & Scholarship Office and Operations Department on emergency student matters

#### REQUIREMENTS

- ▶ A bachelor's degree or postgraduate qualification or equivalent. Experience in a similar position will be given preference.
- ▶ This is a residential position, and the applicant must have the willingness to reside and work in the student dormitory.
- ▶ Experience coordinating people, projects, resources, and budgets while monitoring outcomes effectively.
- ▶ Proven experience working closely with students and supporting team activities.
- ▶ Strong verbal and written communication skills in both Bangla and English.
- ▶ Proficient in MS Office and internet-based tools, with advanced analytical and problem-solving skills.
- ▶ Understanding inclusiveness, cultural sensitivity and diversity.
- ▶ Ability to develop innovative solutions and implement improvements effectively.

#### Job Location

BRAC University

#### Application Procedure

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## SEARCH FOR ASSISTANT DORM SUPERVISOR BRACU RESIDENTIAL CAMPUS, SAVAR

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### Key Responsibilities

- ▶ Ensuring that students maintain proper discipline
- ▶ Take the lead and be responsible for supporting the day-to-day operations of a dormitory and ensuring the safety, well-being, and comfort of the students
- ▶ Play an important role in supporting the provision of a large range of services to local and international students
- ▶ Ensure positive and respectful relationships with the students
- ▶ Create an inclusive community for international students throughout their student journey and when alumni of the University
- ▶ Provide a safe and secure living environment for the student residents
- ▶ Communicate with parents and/or guardians of students if necessary
- ▶ Maintaining all necessary official files related to students, dorm and campus management
- ▶ Ensure students' health and wellness related issues
- ▶ Conducting regular room inspections and Collaborating with other staff members to provide a safe and supportive living environment
- ▶ Act as a bridge between students and management

### Requirements

- ▶ Graduate in any discipline. Master's preferred
- ▶ Good academic records
- ▶ Experience in a similar position will be given preference
- ▶ Must be cross-functional
- ▶ Good communication skills in English will be given preference
- ▶ Ability to work effectively in a diverse community and meet the needs of diverse student populations
- ▶ Must be self-motivated, hardworking and flexible regarding work hour

### Job Location

Residential Campus, Savar

### Application Procedure

Interested candidates meeting the above requirements should apply online through [www.bracu.ac.bd/about/career-at-bracu](http://www.bracu.ac.bd/about/career-at-bracu) by **11 January 2026**. Any attempt to unethically influence the selection process will disqualify the candidate's application.

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