

**Category:** Education/Training

## Lecturer

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### Key Selling Points

Civil Engineering, and Pharmacy

### Vacancy

2

### Job Context

Lecturer: (Civil Engineering, and Pharmacy)

### Job Responsibilities

- Following is an approximate distribution of responsibilities of the full-time Faculty Members and these may be adjusted keeping in view the needs of the students, Department, or University.
- Teaching: Lecture & tutorial sessions: 4 courses/sections (12-18 hours of class contact per week).
- Prepare course outline, course calendar, lesson plan, tutorial and schedule for students and conduct theoretical, tutorial and practical classes, extension teaching, related research, and cooperative field experience.
- Examination: You will prepare questions, invigilate tests and exams, mark and grade scripts and assignments (5 hours).
- Student Consultation and Supervision: You must maintain office hours @ 3 hours per week per course/section for student consultation and advising (12 hours per week). The schedule of availability must be posted outside the office room, on the website, and announced in the Course Outline so that students easily know when they can contact the teacher for consultation.
- Student Internship and Thesis: You will also guide and supervise project work, internship, dissertation, or thesis as and when assigned.
- Student activities: Guide and supervise students to perform co-curricular, extracurricular activities.
- Administrative activities: Carryout administrative tasks (periodic duties, as and when needed within or outside 35 hours) initiated by the teacher himself/herself or assigned by the Department, Faculty, or the University.
- Service to the University:
  - i. Attend meetings of the University.
  - ii. Work as 'faculty representative' at different events and activities of the University when detailed.
  - iii. Provide assistance in different activities of the University when called upon to do so.
  - iv. Work as a 'faculty ambassador' for the promotion of admission of students.

- Perform any other duties assigned by the Dean/ Advisor / Chairman/ University authority on any day and time in the interest of the University.

**Employment Status**

Full-time

**Workplace**

- Work at office

**Educational Requirements**

- Bachelor and Master in Relevant Discipline.
- For the position of lecturer in Pharmacy 4 years' bachelor degree with honors and master degree in relevant subject with minimum three 1st Classes/Divisions/'A' Grades.
- For the position of lecturer in Civil Engineering 4 years' bachelor degrees/Masters degree in related subject with minimum three 1st Classes/Divisions/'A' Grades.
- Note: A Grade= 1st class (in S.S.C and H.S.C, CGPA 4.00 out of 5.00; Hon's and Masters degree, CGPA 3.00 out of 4.00).

**Additional Requirements**

- Both males and females are allowed to apply

**Job Location**

Dhaka (Ashulia)

**Compensation & Other Benefits**

- Medical allowance, Provident fund, Weekly 2 holidays
- Festival Bonus: 2

**Job Source**

Bdjobs.com Online Job Posting.

**Read Before Apply**

To apply, please

download the application form from <https://www.easternuni.edu.bd/career>

fill-up the form and attach it to your email message and send it to [jobs@easternuni.edu.bd](mailto:jobs@easternuni.edu.bd), email subject should be 'Position Name' or send the hard copy to the Registrar, Eastern University, Road 6, Block B, Ashulia Model Town, Ashulia, Savar, Dhaka-1345.

Mention the position on top of the envelope.

**\*Photograph must be enclosed with the resume.**

**Apply Procedure**

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Send your CV to [jobs@easternuni.edu.bd](mailto:jobs@easternuni.edu.bd) or to Email your CV from **MY BDJOBS** account.

Application Deadline : **27 Jul 2021**

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**Company Information**

Eastern University

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Business : University

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