

Category: Education/Training**Faculty Assistant, Department of Biochemistry & Microbiology****North South University**[View all jobs of this company.](#)**Vacancy**

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Job Responsibilities

- Serves as principal contact and source of information for student, staff and faculty
- Provide student counseling regarding course registration, academic curriculum and student activities
- Maintain faculty and student database, official document and office file
- Draft, distribute and maintain official correspondence
- Maintain liaison with faculty, students, guardians and staff of other departments etc.
- Assisting with order administrative duties, including copying scanning faxing and emailing

Employment Status

Full-time

Educational Requirements

- Masters degree from any reputed university
- NSU applicants with a 4 years Bachelors degree only are encouraged to apply

Experience Requirements

- 2 to 3 year(s)

Job Location

Dhaka

Salary

- Attractive Salary package

Compensation & Other Benefits

- Provident Fund Gratuity, Festival Bonuses, Group Insurance, in-house medical Consultation, as per NSU Salary structure and policy will be offered

Job Source

Bdjobs.com Online Job Posting.

Apply Procedure

Click to view detail and apply instruction <https://hotjobs.bdjjobs.com/jobs/nsu/nsu14.htm>

Application Deadline : **29 Jul 2021**

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Company Information

North South University
