



## INDEPENDENT UNIVERSITY, BANGLADESH

### Vacancy Announcement

### School of Law (SoL)

Independent University, Bangladesh (IUB), one of the leading private universities in the country, invites applications for the following position under the School of Law (SoL).

#### Senior Office Manager, School of Law

#### Requirements:

- Master's degree with Four year's Bachelor's degree and preferably in relevant field from a recognized University.
- Minimum 3 (three) years of experience in maintaining inventories, placing orders, maintaining liaison with vendors and working with students/ faculty in a teaching/ research environment with the both undergraduate and graduate levels.
- Computer literacy and good communication skills in English.
- Multi-tasking skills.
- Ability to work effectively in a team.
- Ability to work well under strict deadlines.
- No degree with third class will be eligible.
- Candidates may be asked to appear for technical written/practical exams and oral interviews. Preference may be given to those who demonstrate superior academic records, high scores on IUB exams.
- Age Maximum 35 Years.

#### Key Responsibilities:

- Planning, organizing and implementing the activities in connection with the both undergraduate and Master's Program of School of Liberal Arts and Social Sciences (SLASS) and coordinating with other relevant offices of the School/University.
- Helping the School/Departments in conducting admissions
- Counselling/Advising the students whenever required
- Scheduling classes, tutorials, class tests, examinations etc. and posting grades in collaboration with Dean of the School and the Office of the Registrar
- Provide necessary logistic support to both the students and faculty members
- Arranging meetings, workshops, and other activities in consultation with the Dean of the School
- Liaison with various organizations, agencies and individuals and corresponding with concerned offices of the University and outside in consultation with the Dean
- Liaison with intra-university offices whenever necessary
- Preparing and dispatching documents and filing and safeguarding them etc.
- Any other duties as may be assigned by the management from time to time

***Please mention the position you are applying for as the "subject" of your e-mail***  
***Application without proper subject will not be entertained***

Please download the **Application Form** for non-teaching positions from  
<http://www.iub.edu.bd/jobs>,  
and email the filled application form along with updated **Curriculum Vitae** to <[hrdept@iub.edu.bd](mailto:hrdept@iub.edu.bd)>  
by October 21, 2024  
Online application forms will be acceptable.