

Vacancy Announcement

A Research Project entitled *“AI-Powered East West University Assistants: From Conversational AI to Knowledge-Verified Institutional Intelligence for Academic Support”* funded by the East West University Center for Research and Training (EWUCRT), is seeking applications for the following positions.

Research Assistant: Two (02) positions

Details of the positions are given below:

Duties and responsibilities:

- RA-1 (Data and Knowledge Engineering): Collect and curate EWU institutional documents (academic policies, course catalogue, prerequisites, advising guides, FAQs), perform data preprocessing, annotation and quality checking, build and maintain the document store, vector database and institutional knowledge graph, and apply PII filtering and redaction at ingestion.
- RA-2 (LLM and RAG Engineering): Fine-tune open-source large language models on EWU-specific data, implement and optimize the Retrieval-Augmented Generation pipeline, integrate knowledge-graph verification, deploy and monitor the chatbot service, and carry out benchmarking against commercial LLM APIs.
- Conduct literature reviews on large language models, retrieval-augmented generation, knowledge graphs and AI assistants in higher education, and assist in preparing the system design and evaluation protocol.
- Administer surveys, feedback forms and interviews with students, faculty and administrative staff; maintain anonymized chatbot interaction logs and user analytics for response-time, accuracy, satisfaction and workload analysis.
- Support the weekly human audit of a stratified random sample of AI-generated responses for factual accuracy against official policy, and maintain documentation of prompts, codes, scripts, model checkpoints and experiment records.
- Prepare figures, tables, technical summaries, progress reports and presentations, assist in manuscript preparation and dissemination of outcomes through conferences or journals, and perform other research-related tasks assigned by the Principal Investigator/Co-Investigators.

Qualification:

- Minimum B.Sc. in Computer Science and Engineering, Software Engineering, Data Science, Information Technology or a related discipline from a recognized university; M.Sc. or final-stage M.Sc. will be preferred.
- Strong programming, analytical and problem-solving skills with proficiency in Python and familiarity with PyTorch, Hugging Face Transformers and standard machine learning workflows.
- For RA-1: experience with data collection, cleaning and annotation, databases and vector stores (FAISS, Chroma, Qdrant), and interest in knowledge graphs (Neo4j/Cypher) will be an advantage.
- For RA-2: knowledge of large language model fine-tuning (LoRA/QLoRA), retrieval-augmented generation frameworks (LangChain, LlamaIndex), API/back-end development and model deployment will be an advantage.

- Good communication, documentation and academic writing skills, and willingness to follow institutional data-protection and research ethics requirements.

Experience (If Applicable):

- Experience in research or project work involving data collection, preprocessing, experimentation, analysis, documentation and reporting will be preferred.
- Prior experience as a Teaching Assistant, Graduate Teaching Assistant, Research Assistant, intern or in similar academic/research roles will be considered an advantage.
- Experience with LLM fine-tuning, RAG pipelines, chatbot development, Neo4j knowledge graphs, cloud GPU environments (Colab, RunPod, AWS), Docker/REST API deployment, data visualization or publication writing will be treated as an added advantage.

Job Type & Duration:

Contractual, project-based appointment for the project duration (12 months).

Salary:

Research Assistant - BDT 20,000/= (consolidated per month)

Application Submission Deadline: 01.11.2026

Application Procedure:

Interested candidates should submit an application to Dr. Mohammad Rifat Ahmmad Rashid, Principal Researcher, at rifat.rashid@ewubd.edu with a current CV by 01.11.2026

Applicants must mention the name of “Position” in the subject line of the email.

[NB: Only shortlisted applicants will be contacted for the next round of selection]