



EAST WEST UNIVERSITY
PROGOTI FOUNDATION FOR EDUCATION AND DEVELOPMENT
PERMANENT SANAD HOLDER
A/2 Jahurul Islam City, Aftabnagar, Dhaka-1212, Bangladesh

Vacancy Announcement

East West University (EWU), a leading private university & an equal opportunity employer, invites applications from qualified candidates for the following administrative positions:

1. Adviser, Department of Students' Welfare and Head, Career Counseling Center

Number of position(s): 01

The Advisor of the Department of Students' Welfare and Head of the Career Counseling Center at East West University plays a pivotal role in preparing students for successful careers and supporting their overall well-being. The incumbent executive will be responsible for building and maintaining relationships with local employers to facilitate job placements for the graduates. S/he will also work closely with the students to enhance their co-curricular activities supported by various student clubs. The incumbent executive will report to the Vice Chancellor of the University.

Main Functions of the Post:

Students Welfare

- Serve as the primary point of contact for students seeking guidance on co-curricular and non-academic club activities.
- Collaborate in the planning and execution of social events and activities tailored to student interests and preferences.
- Offer compassionate support to students facing social or emotional challenges, providing resources and assistance as needed.
- Offer expert advice, guidance, and oversight to ensure effective coordination and monitoring of students' co-curricular and club activities.
- Continuously update the database of the alumni of the graduates of the university.

Career Counseling

- Develop and maintain relationships with local employers to create job opportunities for the graduates.
- Assist students and new graduates in securing internships and placements relevant to their fields of study and career aspirations.
- Coordinate on-campus recruiting events, job fairs, and other career-related events to connect students with potential employers.
- Conduct outreach to potential employers and identify new partnerships to increase job opportunities for graduates.

- Act as a liaison between employers, students, and faculty to ensure successful job placements.

Socio-Psyche Counseling

- Supervise and manage the daily operations of the Socio-Psyche Counseling Center.
- Ensure that counseling services are delivered efficiently and following established protocols and ethical standards.
- Maintain confidentiality and security of student records and information. Collect and review counselors' reports to monitor trends, identify areas for improvement, and assess the effectiveness of counseling services.

Essential Criteria: Master's degree from a reputable university with no third class/division in any examinations. S/he should have at least 15 (fifteen) years of experience in a senior-level administrative position in universities/ private organizations/govt./semi govt. In addition, s/he should possess excellent interpersonal and communication skills in English and Bangla and sound IT knowledge with proficiency in modern computer applications.

Desirable Criteria: Preference will be given to candidates with experience in soft skills training, student development, and university-level career counseling, experience in managing student affairs, employer relations, alumni engagement and organizing events and building industry relationships.

Age Limit: Maximum 50 (fifty) years as of the application deadline. The age limit may be relaxed in the case of exceptionally qualified candidates.

4. Library Circulation Officer

Number of position(s): 01

Qualifications: MA/MSS with BA/BSS (Hons.) in Information Studies/Information Science and Library Management from a reputable university with at least 2nd Division/Class/CGPA-3.00 out of 5.00 or 2.50 out of 4.00 in the examination. S/He should possess IT skills, knowledge of modern library software (Koha, DSpace or similar management systems) and metadata standards, good command in English, strong interpersonal relationship skills and should be available for shift/roster duty and flexible to work in a variety of situations. Candidates with professional membership will be preferred.

Age Limit: Maximum 35 (thirty-five) years as of the application deadline.

Salary and benefits will be commensurate with qualifications and experience.

Only short-listed candidates will be invited for the next selection process.

How to apply:

Please apply through the East West University website link, jobs.ewubd.edu, or a hard copy to the Chief of HR & Logistics, East West University, Plot: A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212.

Application Deadline: 29 October 2026