

# Manarat International University

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website: [www.manarat.ac.bd](http://www.manarat.ac.bd)

## CAREER OPPORTUNITY

Manarat International University invites application from Bangladeshi nationals for the following positions:

### Administrative Assistant

**Department:** Office of the Registrar.

Manarat International University (MIU) is accredited by the University Grants Commission (UGC) and approved by the Ministry of Education, Government of the People's Republic of Bangladesh which has established itself as one of the leading private universities in Bangladesh.

#### **REPORTING:**

The Administrative Assistant will report to the Registrar of the University.

#### **Main Duties and Responsibilities:**

- Coordinate and manage administrative functions of the Office of the Registrar.
- Supervise and support office staff, including clerks and data entry personnel.
- Manage the Registrar's schedule and ensure timely completion of administrative tasks.
- Assist in the maintenance of academic records, including ensuring accuracy and confidentiality.
- Respond to inquiries from students, faculty, and staff regarding academic policies, procedures, and regulations.
- Assist in the preparation and dissemination of academic information to students, faculty, and staff.
- Coordinate and manage the scheduling of academic events, such as exams and convocation ceremonies.
- Participate in the development and implementation of policies and procedures related to academic records and student information systems.
- Monitor and maintain the security of academic records and student information systems.
- Prepare reports and other administrative documents as required by the Registrar.
- Any other duties and responsibilities assigned by the University Management.

#### **Requirements:**

- Bachelor's degree with excellent academic credentials from a reputed university.
- At least 1 year experience in a similar administrative role.
- Excellent organizational and administrative skills.
- Knowledge of, or the ability to learn university policies and procedures.
- Proficient in Microsoft Office and other relevant software applications.
- Flexible approach to work and commitment to good service.

Strong sense of discretion and confidentiality required.

#### **Application Procedure:**

- Interested candidates meeting the above requirements should apply to fill up the prescribed form (available in MIU website)
- Application should be sent to the office of the Registrar, Manarat International University (MIU), Gulshan-2, Dhaka-1212 by 10 July 2024

Any attempt to influence the selection process unethically will disqualify the candidate's application.