

Job Description

Job Title Program Assistant
Reports to Chair, Health Sciences

Minimum Expectations

- Combined training and experience equivalent to a Bachelor's Degree.
- Excellent ability to communicate in Bangla and English and to work within the campus community.
- Position requires excellent organizational, communication and interpersonal skills and ability to work closely with healthcare agency staff, IUBAT faculty, visitors and students.
- Mid-level ability with information and communications technology.

Duties

- **Contribute to course delivery** at the direction of other faculty members for instance by
 - Assembling student reading packages
 - Maintaining library records, cataloguing new materials and assisting students with searches
 - Preparing course outlines from file material
 - Developing a data base for each course including attendance and grades
 - Develop a filing system for hard and soft copy materials related to each course.
 - Before each semester organize materials for specific courses such as textbooks and audio-visual aids, also prepare student lists and photographs of all new students.
 - Supporting visiting faculty with orientation to IUBAT and neighbourhood, using a written manual as well as personal support.
- **Provide program support** in the following areas
 - Initial course advising for individual students, working closely with Registry Office and referring complex issues to Chair;
 - Organizing site visits and meetings for faculty members, including file preparation;
 - Creating systems for filing and retrieving correspondence, minutes, contacts etc.;
 - Assisting with administration of student records, working closely with Registry Office;
 - Working with confidential and other College of Nursing files and records;
 - Research and prepare draft copies of reports and correspondence;
 - Maintaining a schedule of arrivals and arranging transport for visiting faculty;
 - Organizing office business including purchasing and managing supplies and equipment;
 - Maintaining information and communication technology as the main contact with IUBAT IT staff.
- **Support IUBAT activities for student recruitment** such as correspondence, organizing marketing materials, and initial response to inquiries from parent, students and recruiters.
- **Creating back-up systems and task lists** so that office systems can be managed by supervisor during Program Assistant's absence.