

Educational Development Officers

1 **Recruitment of trainees**

Figure 1: Advertisement for placement in newspapers

Educational Development Officers
IUBAT, International University of Business Agriculture & Technology, is recruiting men and women to train as educational development officers. In this role, you will assist IUBAT achieve its mission of academic excellence by developing and delivering marketing programs to recruit top-quality students to IUBAT. Training will be provided. Excellent remuneration for the right candidate. For further information, please contact XXXXXXXX.

2 **Information to be provided to those enquiring about the job**

- a. Info on IUBAT
- b. Minimum requirements for candidates
- c. Starting date and expectations for training program [see Item 5 below]
- d. Application form for training program [needs to be written]

3 **Minimum requirements for successful applicants**

- a. Undergraduate degree; Masters preferred
- b. English language proficiency preferred
- c. Bondable

4 **Job expectations**

- a. Work will be on commission basis
- b. Expected minimum time commitment is XXX; some work may be done on evenings and weekends
- c. Officer will be expected to attend meetings at IUBAT approximately XXX times per month.

5 **Education to be provided**

- a. IUBAT will train carefully selected applicants in how to market IUBAT in Bangladesh and abroad. On completion of the training program employment will be offered to successful applicants.
- b. The training will be offered on a full-time/ part-time/ evening] basis at the Uttara campus of IUBAT.
- c. There will be no tuition fee for the training program.
- d. Training program content
 - i. Information about IUBAT
 - ii. Information on present marketing endeavours
 - iii. Results of recent market research
 - iv. Training in the knowledge and skills required by marketers

v.IUBAT Library Reference: The ASTD Trainer's Source Book – Sales (Chapter 7).

e. **Who will do the training must be decided.**