



Inspiring Excellence

## SEARCH FOR ASSISTANT MANAGER OFFICE OF THE REGISTRAR

BRAC University follows a liberal arts approach to education, which nurtures innovative ideas and gives new impetus to the field of tertiary education. It ensures a high quality of education and aims to meet the demands of contemporary times. BRACU is accredited by the University Grants Commission (UGC) and approved by the Ministry of Education, Government of Bangladesh, which has established itself as one of the leading private universities in Bangladesh. The university plays an integral role in developing skilled graduates for a knowledge-based economy. We are searching for a competent candidate to add value to this role.

### Key Responsibilities

- ▶ Assist in the day-to-day management of the student record system/student life management system during and post implementation
- ▶ Support the Line manager in identifying and resolving setup issues
- ▶ Understand the relationships between all business processes within the student record system and create a comprehensive schedule for all required setups, ensuring that users can perform their tasks without interruptions
- ▶ Understand user tasks and provide effective training through phone, online sessions, or in-person meetings to ensure users are proficient in operating the student record system
- ▶ Coordinate with software developers, IT Systems Office, and academic departments to track and prioritize bug fixes and feature requests
- ▶ Help document and maintain records of all system changes, improvements, and updates
- ▶ Prepare comparative reports on system performance, user feedback, and new requirements for feature enhancements
- ▶ Facilitate training sessions and help create user guides for staff and students
- ▶ Monitor and provide time to time update on system-related tasks and progress
- ▶ Ensure the timely execution of all tasks within the student record system project plan
- ▶ Provide all other administrative support as required

### Requirements

- ▶ Bachelor's degree in Information Systems, Computer Science, Business Administration, or a related field from a reputed University with excellent academic credentials
- ▶ Minimum 3 years of administrative experience ideally within a higher education or technology environment
- ▶ Technical proficiency with databases, cloud-based software, or enterprise systems is a plus
- ▶ Familiarity with student information systems and university administration processes is preferred
- ▶ Must be highly proficient in Microsoft Word, Excel, and PowerPoint, with the ability to create professional documents, analyze data, and prepare impactful presentations
- ▶ Strong organizational skills and attention to detail
- ▶ Strong technical IT skills and ability to handle high level data base systems
- ▶ Strong project management skills with the ability to manage multiple tasks simultaneously
- ▶ Ability to adapt quickly to new systems and software tools
- ▶ Familiarity with bug-tracking tools and agile development processes is desirable
- ▶ Problem-solving mindset with the ability to troubleshoot system issues

### Job Location

BRAC University

### Application Procedure

Interested candidates meeting the above requirements are invited to apply online through [career.bracu.ac.bd](https://career.bracu.ac.bd) by **22 February 2025**. Any attempt to unethically influence the selection process will disqualify the candidate's application.

**Only shortlisted candidates will be contacted.**

**BRAC University is an equal opportunity employer and maintains "zero tolerance" regarding sexual harassment.**