

**Brac University (BracU)**  
**Job Description**

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**Job Title:** Junior Proctor

**Position Purpose**

The post holder will be responsible for:

- Inquiries and investigations within the University's academic and non-academic student disciplinary policies and procedures.
- Inquiries and investigations within the procedures for student complaints about services.
- Assisting the Proctor and the Deputy Proctor with any other duties as required.
- Conducting any policy-based inquiry to identify different academic and non-academic misconduct such as cheating, plagiarism, copying, intimidation, threat, forgery, criminal misrepresentation, and/or any other academic/non-academic disciplinary violations/misconduct.

**Organizational Relationships**

**Position Type:** Regular

**Reporting to:** University Proctor

**Hours of Work:** 40 hours per week. Must return to duty whenever needed.

**Functional Relationships:**

**Internal Contacts:** Students, Faculty, Staff, Deans

**External Contacts:** External stakeholders

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**1.0 Key Accountabilities**

**Specific Duties & Responsibilities**

- 1.1.1 Able to apply university policies and procedures.
- 1.1.2 Able to maintain confidentiality in every aspect of all issues related to cases/inquiry and any other responsibilities related to the Proctor's Office. All evidence, recordings, and documents will be subjected to confidentiality.
- 1.1.3 To conduct preliminary and substantive inquiries to collect necessary facts and evidence. It includes but is not limited to conducting pre-hearing, hearing (online or physical interview), communication over the phone/email with related people which also includes generating a list of potential interviewees (complainant, alleged, witness, direct or indirect witnesses, beneficiaries etc.)
- 1.1.4 To respond to inquiries addressed to the Proctor's Office.
- 1.1.5 To administer the outcome of the inquiry process.
- 1.1.6 To help identify and support process and procedural improvements. To prepare correspondence and reports/final reports/assessments (quarterly/periodic/annual) according to departmental requirements and to follow office procedures.

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- 1.1.7 Outline a timeframe for inquiry and meet up deadlines for every inquiry.
- 1.1.8 Must be able to assess the facts and evidence of the complainants' allegations which may include cheating, plagiarism, copying, or other forms of academic misconduct and intimidation, threat, forgery, criminal misrepresentation, and/or any other non-academic disciplinary misconducts in different platforms (cyber and physical)
- 1.1.9 Must have strong knowledge of academia and course assessment methods. Having sound knowledge about different software to identify plagiarism, copying, cheating, etc., of scripts and assignments in any online/offline examination or course assessments to identify potential breaches of Academic Code of Conducts would be an advantage.
- 1.1.10 To support the Proctor and Deputy Proctor with any other tasks as required.
- 1.1.11 May be called upon to make cyber/digital forensic evaluation when required.

**1.2 General Duties & Responsibilities**

- 1.2.1 **Administrative Duties** relating to all matters that the membership of a University entails, including cross institutional wide activities.
- 1.2.2 **General Responsibility** to undertake all other duties as directed by the supervisor.

**1.3 Qualifications**

Graduate or postgraduate degree. A background in Computer Science and Engineering (CSE), Social Science, Criminology, Law, Electrical and Electronic Engineering (EEE), Anthropology, English would be an advantage. An excellent academic background is preferred.

Expertise in Cyber Digital Forensic would be an advantage.

Having basic knowledge regarding cyber forensic evaluation would be an advantage as may need to conduct such if required (Need to analyze different types of cyber platforms for potential threats and identify the challenges of reducing disciplinary misconduct in different cyber platforms).

**Knowledge, Skills and Aptitudes**

- 1.3.1 0-2 years experience in the relevant field. Freshers are highly encourage to apply.
- 1.3.2 Experience in dealing with disciplinary complaints will be given preference.
- 1.3.3 Ability to understand and apply policies and procedures with sound judgement, proportionality, fairness and discretion
- 1.3.4 Strong interpersonal skills and are adept at building relationships with different stakeholders
- 1.3.5 Excellent verbal and written communication skills both in Bangla and English
- 1.3.6 Proficiency in MS Office and the use of Internet
- 1.3.7 Have to ensure accountability and highest transparency with regard to official responsibilities
- 1.3.8 Excellent organizational skills

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- 1.3.9 Ability to work with a diverse group of colleagues is essential
- 1.3.10 Ability to assess evidence and write high quality reports
- 1.3.11 Experience of using initiative and creativity to resolve problems, identifying suitable solutions and opportunities for improvement
- 1.3.12 Methodical approach to work and high level of attention to detail
- 1.3.13 Flexible approach to work and positive response to changing requirements
- 1.3.14 Ability to work collaboratively across departments and service areas

**1.4 Other Duties**

It is acknowledged and agreed that the changing needs of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the Employment Contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties' intentions at the time of the offer of the job and acceptance of the offer.

**1.5 Certification**

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

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**Name:**

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**Date**