

Brac University (BracU)
Job Description

Job Title: Assistant Campus Superintendent

Position Purpose

The Assistant Campus Superintendent plays a crucial role in supporting the overall management and operations of a campus facility. Working closely with the Campus Superintendent, this position ensures the efficient functioning of facilities, maintenance, safety protocols, and administrative tasks essential for a smooth campus operation. Assistant Campus Superintendent is a residential position. He has to be present at the campus for 24 hours during the semester.

Organizational Relationships

Position Type: Regular
Reporting to: Assistant Campus Superintendent
Hours of Work: Full time

Functional Relationships:

Internal Contacts: Students, Faculty, Registrar office, Proctor Office, Campus Life, all RS Staff.
External Contacts: All relevant external stakeholders, Parents.

1.0 Key Accountability

Specific Duties & Responsibilities

- 1.1.1 Provide administrative support to the Campus Superintendent, including preparing reports, managing budgets, and coordinating campus security initiatives
- 1.1.2 Coordinate with various departments to ensure class schedule, exam planning and execution
- 1.1.3 Students complaint handling, leave management, section allocation and section change as per policy
- 1.1.4 Conduct regular inspections of campus facilities and grounds to identify maintenance needs
- 1.1.5 Support the implementation of emergency response protocols, including coordinating with relevant authorities and managing crisis situations effectively
- 1.1.6 Ensure compliance with campus security policies and procedures, including access control measures and safety regulations
- 1.1.7 Assist in developing and implementing maintenance schedules and preventive maintenance programs
- 1.1.8 Coordinate with registrar office and proctor office to address student related issues
- 1.1.9 Support the development and implementation of safety training programs for staff and students
- 1.1.10 Support the training and development of security staff, providing guidance on emergency response procedures, conflict resolution, and customer service.
- 1.1.11 Assist in investigating and resolving safety incidents, accidents, or facility-related emergencies

Brac University (BracU)
Job Description

- 1.1.12 Foster positive relationships with students, faculty, staff, and external stakeholders to promote a safe and inclusive campus environment. Ensure that students maintain dormitory and campus discipline

1.2 General Duties & Responsibilities

- 1.2.1 Collaborate with the Campus Superintendent to develop and implement strategic plans for campus improvement projects.
- 1.2.2 Provide support during campus events, emergencies, and special projects as needed.
- 1.2.3 Foster a positive and collaborative work environment among campus staff and stakeholders.
- 1.2.4 Stay updated on relevant regulations, best practices, and industry trends related to campus management.

1.3 Qualifications

Post-graduation in any discipline with excellent academic credentials from any reputed university.

1.4 Knowledge, Skills and Aptitudes

- 1.4.1 Knowledge: Understanding of facilities management principles, safety regulations, and building codes. Knowledge of budgeting and procurement processes is desirable.
- 1.4.2 Skills: Strong organizational, problem-solving, and communication skills. Proficiency in using MS Office and facility management software.
- 1.4.3 Aptitudes: Ability to work independently and collaboratively in a fast-paced environment. Attention to detail and a proactive approach to tasks and challenges.
- 1.4.4 At least 6 years prior experience in campus security, law enforcement, or related field preferred.
- 1.4.5 Strong interpersonal skills and are adept at building relationships with different stakeholders
- 1.4.6 Excellent verbal and written communication skills both in Bangla and English
- 1.4.7 Excellent organizational skills
- 1.4.8 Ability to work with a diverse group of colleagues is essential
- 1.4.9 Methodical approach to work and high level of attention to detail

1.5 Other Duties

- 1.5.1 Conduct training sessions for staff on safety protocols and equipment operation.
- 1.5.2 Support sustainability initiatives related to campus operations.
- 1.5.3 Perform other duties as assigned by the Campus Superintendent.

1.6 Certification

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

Employee Signature

Name:

.....

Date: