

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

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**Job Title: Assistant Director, Civic Engagement**

**Position Purpose**

Brac University, School of General Education seeks an energetic and enthusiastic person with an interest in pursuing a career working with students, faculty members, staff, community-based organizations and on solution-driven problems in higher education and to lead and oversee the operations, strategic planning, and implementation of initiatives of the Civic Engagement Centre within the School of General Education, Brac University.

**Organizational Relationships**

**Position Type:** Full time Regular  
**Reporting to:** Dean, School of GenEd  
**Hours of Work:** 40 hours per week

**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 Outreach & Partnerships: Look for potential partners and facilitate partnerships between students, faculty, and any non-profit, private, and/or academic organization. Maintain an inventory of active community-based partners
- 1.1.2 Design Thinking and Solutions: Engage students to think about contemporary problems, link them to the external world to come up with solutions
- 1.1.3 Engaged Curriculum: Be a resource and guide for faculty members seeking to establish partnerships with community-based partners for courses and possible thesis topics. Maintain an inventory of community-based courses
- 1.1.4 Fundraise for various civic engagement initiatives and strategies
- 1.1.5 Follow up on the CE courses with the GenEd Dean and Program Coordinator
- 1.1.6 Prepare the yearly budget for the Civic Engagement Activities
- 1.1.7 Oversee planning, policy and program development
- 1.1.8 Data collection and assessment for civic engagement programs and activities  
Establish yearly goals
- 1.1.9 Conduct program assessments in relation to student learning outcomes

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- 1.1.10 Evaluate program success and operations
- 1.1.11 Implements plans for annual improvements
- 1.1.12 Develop and execute the Centre's strategic plan, aligning with organizational goals and community needs in Bangladesh
- 1.1.13 Manage and supervise staff, providing leadership, guidance and support
- 1.1.14 Establish partnerships with local communities, government bodies, NGOs, and stakeholders to enhance civic participation and community involvement in Bangladesh
- 1.1.15 Coordinate and oversee various programs, events, and outreach activities focused on civic engagement and community empowerment
- 1.1.16 Monitor budgets, resources, and funding sources for the Centre's sustainability
- 1.1.17 Evaluate the effectiveness of programs, gather feedback, and implement improvements
- 1.1.18 Represent the Centre in public forums, conferences, and meetings to advocate for civic engagement initiatives

**1.2 General Duties & Responsibilities**

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

**1.3 Qualifications**

A minimum Master's Degree preferably in Social Sciences/Development Studies/ Business Studies with an excellent academic credentials from a reputable university

**1.4 Knowledge, Skills and Aptitudes**

- 1.4.1 A minimum of 08 years professional experience in the Development sector (NGO, Civil Society platforms)/ academia/ innovation related organizations will get preference
- 1.4.2 Individuals who have worked with students/young people towards sustainable solutions to contemporary problems will be given priority
- 1.4.3 Excellent verbal and written communication skills both in Bangla and English
- 1.4.4 Proficiency in MS Office and the use of Internet
- 1.4.5 Excellent organizational skills
- 1.4.6 Ability to work with a diverse group of colleagues is essential
- 1.4.7 Experience of using initiative and creativity to resolve problems, identifying suitable solutions and opportunities for improvement
- 1.4.8 Methodical approach to work and high level of attention to detail
- 1.4.9 Flexible approach to work and positive response to changing requirements

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- 1.4.10 Understanding of the importance of confidentiality
- 1.4.11 Ability to work collaboratively across departments and service areas

**1.5 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.

**1.6 Certification**

I certify that this job description is an accurate description of the responsibilities assigned to the position.

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**Supervisor's Name**                      **Signature**                      **Date**

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

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**Employee's Name**                      **Signature**                      **Date**