Information for the Candidates of

Director of Student Experience and Alumni Relations

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Message from President & Vice Chancellor

Professor Vincent Chang, PhD
President & Vice Chancellor, Brac University

Welcome to Brac University, Bangladesh's leading private university. I am delighted you are considering joining our organization at such an exciting time in its history.

After eighteen years of successful growth we are vigorously pursuing our goal of being recognized as a high performing international university. We benefit from being located in one of the world's fastest growing economies and our students and faculty demonstrate, on a daily basis, the determination to make the most of the tremendous opportunities for economic and social progress that lie ahead for Bangladesh and the wider region. We strive to prepare our students to become confident leaders in an ever more globally interconnected world by providing them with rich learning experiences, underpinned by excellent teaching, impactful research and a holistic approach to the development of the whole person.

Our mission is to foster knowledge creation while upholding human values and promoting sustainable development. We are extremely proud of our association with BRAC, the world's largest NGO. We share its commitment to social development and through provision of service-learning opportunities and other extra-curricular educational programs encourage our students to make a contribution to the well-being of wider society.

Our flagship James P Grant School of Public-Health and Institutes of Governance and Development (BIGD), Educational Development (BIED) and Languages (BIL) have enabled Brac University to build a strong reputation for impactful research. We seek to build substantially upon this solid base in the future through positioning Brac University as Bangladesh's international university and in this process develop a wider range of international collaborations with other like-minded universities across the world.

In 2021 we move to a new state of the art campus in central Dhaka. Strategically located in the heart of the country's commercial hub, it will enable Brac University students to enjoy a learning and teaching experience that is second to none. Equipped with modern laboratories, classrooms and ample study and recreational space we are confident it will serve our needs for the foreseeable future.

We are extremely proud of the Brac University community. Our graduates have become engaged, creative and entrepreneurial people with the right social values. Our faculty demonstrates academic rigor and we will strive to internationalize our curriculum further and gain further international accreditations in the near future. Our non-academic staff are focused on providing a world class student experience in an operationally efficient way.

I encourage you to become part of the exciting changes that are taking place at Brac University.

We recognize the importance of this role and the impact your contribution will make to the future success of our institution. I can promise you an exciting and professionally rewarding experience in helping us to establish our institution as Bangladesh's international university.

Brac University

The University was founded in 2001, through the forsight of Sir Fazle Hasan Abed and the Board of BRAC, with the aim of developing strong leadership skills among those responsible for managing the developmental goals of Bangladeshi society. From modest beginnings Brac University has grown to become a comprehensive university, educating a student body of 10,000 per annum and employing more than 1,000 members of faculty and staff. Currently more than 9,000 Brac University alumni are making a valuable contribution to national development, through employment in a broad number of sectors and also increasingly making their presence felt on the world stage.

The University is comprised of eight Schools and four Institutes. The Schools deliver some of the most innovative undergraduate and master's programmes in the region, with a clear emphasis on providing an educational experience that supports the development of skills and competencies needed to make an impact in the real world. Our research institutes carry out interdisciplinary research, in conjunction with international collaborators, in areas of importance to Bangladesh and the wider South Asian Region, including public health, governance and development and educational development.

A new strategic plan is aimed at positioning Brac University to be the country's international university. This objective recognises the considerable changes brought about by globalisation and the increasing contribution a resurgent Bangladesh makes to the global economy. Internally the University is concentrating on enhancing the learning and teaching experience; increasing the volume of impactful research, and capitalising on its existing strengths as an acknowledged provider of an enriching student experience.

Job Description

Director of Student Experience and Alumni Relations

Position Purpose

- To proactively deliver a range of development activities to build and sustain a BracU student culture that upholds human values, supports sustainable development and seeks to acquire and create new knowledge.
- To provide leadership of the BracU student discipline and grievance procedures.
- To establish and develop a comprehensive alumni relations function that builds a strong and mutually supportive, life-long bond between BracU and its alumni .

Organizational Relationship

Position Type: 4 Year Employment Contract
Reporting to: Associate Vice President, Student Life
Staff reporting to you: Departmental Staff
Hours of Work: Hours required to do the job. May be required to work days, evenings, weekends and public holidays.

Functional Relationships:

Internal Contacts: Deans and Academic Colleagues within the University structure. Colleagues in the Registry and Student Life.

External Contacts: Alumni in Bangladesh and international locations, employers, parents sponsors and donors.

Key Accontabilities

Specific Duties & Responsibilities

• To develop a range of non credit bearing community engagement programmes (CEP) that enable students to gain hands on experience of how communities respond to and manage key social issues such as access to education, healthcare, gender parity, governance and development, in order to build awareness of effective ways of responding to these issues and encourage students to undertake community leadership roles.

• To develop outreach activities in local communities that build awareness of the BracU values and that seek to build connection between potential future students and the University, especially those coming from disadvantaged or lower socio- economic backgrounds.

• Work closely with academic colleagues and careers services to build extracurricular development programmes aimed at developing soft skills (emotional intelligence) to prepare students to be successful employees and future community leaders.

• To establish a comprehensive alumni relations function, recognizing the importance of this key stakeholder group. This function will ensure,

- Young alumni are supported in the early stages of their careers by BracU career services and have access to alumni mentoring and networking programmes.
- Established alumni are encouraged to support employment of BracU graduates and are provided internships and other experiential workplace opportunities.
- Established alumni are encouraged to participate in 'on campus' educational and outreach activities to build a strong link with the University and increase appreciation of BracU's mission and continued development.
- Established alumni are encouraged to support BracU's student recruitment activities
- Alumni are encouraged to actively support BracU's fundraising activities.

• To establish a BracU Alumni Relations Association and build a growing alumni and engagement events programme.

• To work closely with the Marketing and Communications department to develop a targeted Alumni communications strategy – magazine, digital and social media.

• In conjunction with the Development function actively engage alumni in order to achieve the fundraising goals of the University.

• To establish and develop comprehensive student discipline and grievance procedures and ensure all students are aware of their rights and responsibilities as members of the BracU student community.

• To manage student discipline and grievance processes, ensuring all students are treated in a fair and consistent manner.

• Provide effective leadership for a team of Student Life Professional

• Plan, manage and control the financial budget of the Campus Life function

Key Accontabilities

General Duties & Responsibilities

- The general duties and responsibilities of a Director in the University are:

- **Administrative Duties** relating to all matters that the membership of a University entails, including School/Division/University wide activities.

- **General Responsibility** to undertake all other duties as directed by the Supervisor.

- Protect the reputation of the University at all times by maintaining confidentiality and professionalism;

- Abide by all policies and procedures of the University.

Person Specification

Qualification

• A Master's degree in a discipline directly related to student/ youth development, education, or leadership.

• At least 10 years' experience in a progressive role in a similar field. Experience in a local/international University will be an added bonus.

Knowledge & Skills

• Strategic thinking, Effective leadership , influencing skills, very strong interpersonal skills

• Excellent communication skills in both verbal and written English.

• Ability to promote students and the University to diverse industry

• Effective organizational and management skills.

• Demonstrated public relations/marketing abilities

• Nationwide professional contacts in both the university and youth development sectors, international connections will be an added advantage

• Ability to appreciate and support diverse student backgrounds and experiences

• Ability to take initiative and work independently as well as collaboratively

Other Duties

It is acknowledged and agreed that evolving needs or emphasis 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.

Application Process

Prospective candidates are encouraged to submit applications by email to:
dsear-hrd@bracu.ac.bd

Candidates are required to provide:

- A full Curriculum Vitae,
- A covering letter of application addressing each of the person specifications above, evidencing how your qualifications and experience meet the requirements.
- Please mention the source from where you came to know about the position in your cover letter.
- Three referees, with full contact details, including telephone numbers and e-mail addresses. Candidate should state their relationship with each referee (eg, line manager, former academic supervisor).
- Candidates are asked to provide an indication of the earliest date at which they would be available to take up the appointment, if successful (eg, one month, three months).
- It is the candidate's responsibility to ensure that their referees are willing to provide reports when contacted.
- The University reserves the right to seek reports on the suitability of candidates from experts in the field, other than those nominated by the candidate. Appointment is also subject to a pre-employment security check and health check.

Bangladesh

Bangladesh is a relatively young country, becoming an independent nation on 16th December 1971, after a bloody liberation war. As it reaches its half century of independence significant progress has been made towards building a diversified economy and being recognized as a middle-income level, developing country.

For much of its history what we call Bangladesh was known only as Bengal. Heavily influenced by what was happening in other parts of the Indian Subcontinent, Bangladesh has been influenced at different periods of its history by Buddhists, Hindus, the Mughals and the British East India Company. This has added to a richness of landmarks and culture that provide both locals and visitors alike with a truly enriching cultural experience.

Officially known as the People's Republic of Bangladesh, the country has a population of approximately 180 million making it the eighth most populated nation in the world. Its human resources are seen as being key to its future economic prosperity. Bangla is the official language, although English is the lingua franca, with a large percentage of English speaking schools and Universities operating in the country.

National Parliament Building

Politics

Bangladesh has adopted a Westminster style parliamentary system and after volatility in the post-independence years has enjoyed an extensive period of stability and democratic government. Freedom of speech and religion are cornerstones of the Bangladeshi constitution.

Sheikh Hasina, daughter of Bangladesh's first Prime Minister Sheikh Mujibur Rahman, is currently Prime Minister. In 2018 she was featured by Forbes magazine as one of the world's most powerful women.

Geographical Location

Bangladesh is located at the top of the Bay of Bengal and is bordered on three sides by India and in the South East by Myanmar.

In 2016 Lonely Planet described Bangladesh as largely one massive piece of gorgeously green farmland crisscrossed by an unfeasibly large network of rivers. The exception to this rule is Sylhet in the North East and the Chittagong Hill Tracts in the South-East which provide visitors with the opportunity to explore lush tropical forests and attractive mountain ranges. The mouths of the Ganges, the largest estuarine delta in the world, punctuate much of the Bangladesh coastline. Coastal highlights include the Sundarbans, one of the largest single tracts of mangrove forest in the world and home to the Royal Bengal tiger and Cox's Bazaar, the longest beach in the world.

Bangladesh on the Global Map

Karwan Bazar Junction

Accessibility

Hazrat Shahjallal International airport, Dhaka is served by numerous international airlines making access into and out of the country an easy process. In addition to exploring the many tourism attractions via a well-developed range of domestic airports Bangladesh is within short flying distance to a wide range of neighboring countries including, Bhutan, China, India, Maldives, Nepal, Singapore and Thailand.

The country has made significant improvements in its transportation system with further major capital projects underway, including a metro rail system for Dhaka and numerous elevated expressways.

Hospitality by the Bengali People

Tanguar Haor, a wetland in Sunamganj district

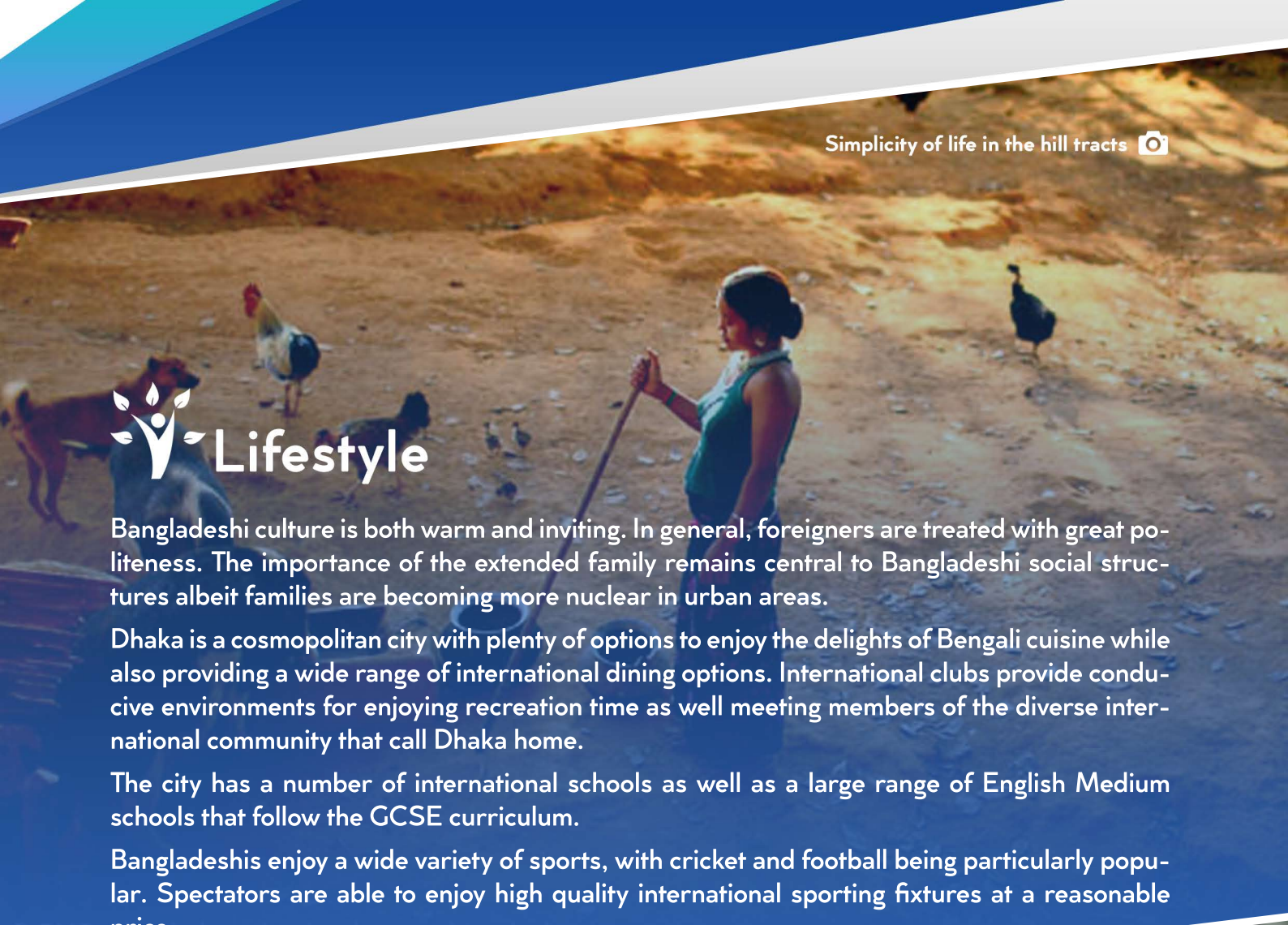
Climate

Bangladesh is predominantly tropical. It has three distinct seasons; a hot humid summer from March to June, a cool rainy monsoon season from June to October and a cool dry winter from October to March. The annual average temperature is 25.7 degrees centigrade. In Summer the temperature varies between 30 - 40 degrees centigrade whereas it drops to 10 - 20 degrees centigrade during the winter months. While it is common for certain low-lying areas to flood during the monsoon season the country has not experienced major flooding since 2007.

Economy

Bangladesh is one of the three fastest growing economies in the world, according to the International Monetary Fund (IMF). This year it is predicted to grow at 7.3% representing the second highest growth rate in the world. Bangladesh is currently the 43rd largest economy in the world but by 2041 is predicted to become the world's 20th largest economy, demonstrating the huge economic strides taking place. While the ready-made garment industry is a particularly strong performer, significant growth in the pharmaceuticals, high-technology, agricultural and footwear sectors is creating a more diversified economy. This rapid growth is being supported by access to a large pool of well-educated young people who are strongly motivated to make a valuable contribution to an ever more globalized world.

Commercial area in Dhaka



Simplicity of life in the hill tracts

Lifestyle

Bangladeshi culture is both warm and inviting. In general, foreigners are treated with great politeness. The importance of the extended family remains central to Bangladeshi social structures albeit families are becoming more nuclear in urban areas.

Dhaka is a cosmopolitan city with plenty of options to enjoy the delights of Bengali cuisine while also providing a wide range of international dining options. International clubs provide conducive environments for enjoying recreation time as well meeting members of the diverse international community that call Dhaka home.

The city has a number of international schools as well as a large range of English Medium schools that follow the GCSE curriculum.

Bangladeshis enjoy a wide variety of sports, with cricket and football being particularly popular. Spectators are able to enjoy high quality international sporting fixtures at a reasonable price.

Bangladesh National Women Football Team

Culture

Islam is the predominant religion with nearly 90% of its citizens being Muslims; with smaller populations of Hindu's, Christian and Buddhists. Constitutionally it remains a secular state with is no official religion. A wide range of options to worship, exist for all faiths.
A wide range of public holidays and festivals e.g. Eid, Durga Puja, Buddha Purnima, Christmas, celebrate the diversity of faiths and philosophies.

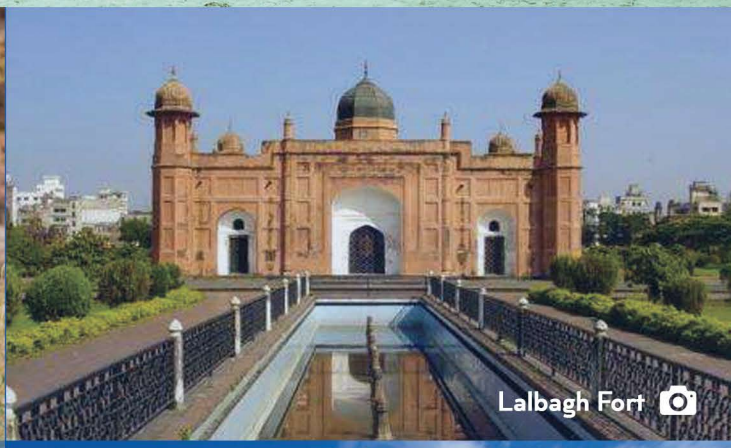
Bangladeshi's are proud of their young nation and also celebrate key events associated with the birth of the country and their Bangla cultural identity.

Bengali New Year Celebration

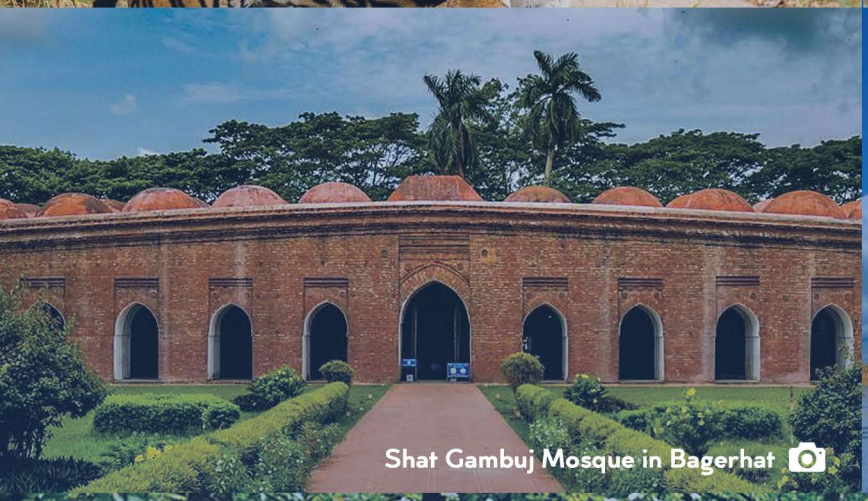
The mouth-watery Bengali Cuisine

Cox's Bazar - the World's Longest Sea Beach

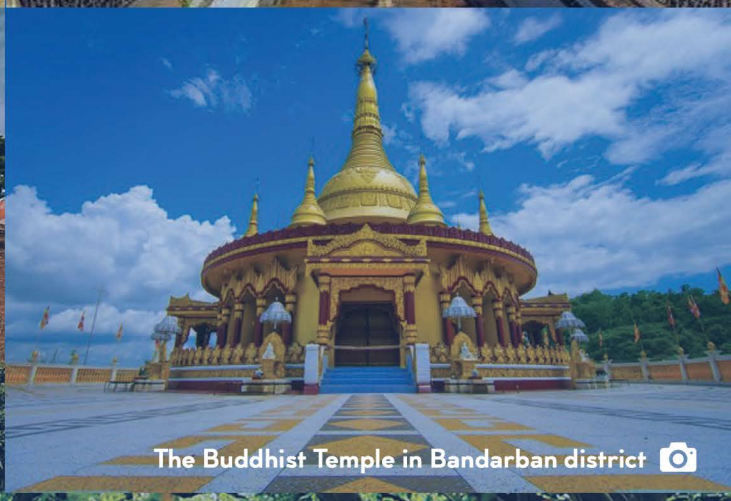
Royal Bengal Tiger in the Sundarbans



Lalbagh Fort



Shat Gambuj Mosque in Bagerhat



The Buddhist Temple in Bandarban district

Ratargul Swamp Forest

Bangladesh has many places to explore