



NORTH SOUTH UNIVERSITY

The first private university in Bangladesh

(Established by the North South University Foundation)

Career and Placement Center (CPC)

Urgent recruitment of Guest Worker!!!

Job Description of Guest Worker:

The position guest worker for this National Career Fair, NCF focuses on the development and implementation of a professional for the 9th National Career Fair for young people and experts along with establishing and coordinating a network of educational partners. Due to funding requirements, there is an age restraint for this position. The applicant must be 22 to 25 years old. The position starts in fall 2019, and renewable of the employment will depend upon satisfaction

Responsibilities:

- Demonstrate excellent organizational and planning skills.
- Verbal and Written communication in English should be excellent.
- Recruit youth attendees for career fairs.
- Oversee organizational contract development and management activities, and enforce organizational principles of integrity.
- Conduct contract strategy meetings to identify issues and client requirements, facilitate pricing discussions, and obtain senior management input on timelines and deliverables.
- Research and analyze current employment trends in various industries to facilitate Career and Placement Center.


Educational Requirements

- Must be a North South University graduate or a current student without any courses or maximum have two courses.
- Expected to be a student of English department, with English medium /Version background.
- CGPA 3 and above

Additional Requirement:

- **Communication:** Manage corporate coordinators and talk to clients, listening to their needs and presenting ideas and solutions to their requirements. Work with outside communication, handle corporate employers and many other parties at the same time. Customer service and interpersonal skills are required.
- **Calm under Pressure:** Many things can go wrong during the National Career Fair (NCF), and something eventually will. The designated coordinator need to remain calm during crisis and the high pressure of an event in progress.
- **Computer Skills:** Modern technological sense in planning to communicate, plan, budget and organize the NCF
- **Organization:** Many things happen all at once at meetings. CPC guest worker need to stay focused and organized so that the event goes off without a hitch.
- **Problem-Solving Skills:** Inevitably, something will go wrong at an event. Being able to quickly solve the issue is required.
- Ability to prioritize and manage multiple work tasks or projects.
- Ability to make public presentations in small or large group settings.
- Ability to effectively communicate in oral and written form.
- Ability to work with an ethnically and culturally diverse population.
- Ability to operate a variety of office equipment.

*** Interest students are requested to fill up the google form link shared by Career and Placement Center, CPC***


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