



DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
Enhancing Digital Government & Economy (EDGE) Project:
STUDENT TRAINING PROGRAM
Patuakhali Science and Technology University, Dumki, Patuakhali-8602, Bangladesh



Memo No.: PSTU/CSIT/EDGE/DSS/02/06

Date: 27/01/2024

Hiring for a Project of the Dept. of CSIT at PSTU

Position Name: Office Staff – EDGE PSTU-CSIT Student Training Program

The Department of Computer Science and Information technology (CSIT) at Patuakhali Science and Technology University (PSTU) is seeking a creative, enthusiastic, and energetic individual to work as an office support staff of the EDGE PSTU Student Training Program, which will commence operation on February 1, 2024.

Employment type: Full-time, Temporary, and Project-based

Duration: 18 Months / Project period

Location: Department of CSIT, PSTU, Dumki, Patuakhali – 8602, Bangladesh.

Job requirements:

Education

- Graduation in CSE/B. Com/B.B.S/B.B.A or bachelor degree in any discipline.
- Age 22 to 30 years

Experience

- Minimum 2 years

Additional Requirements

- Ability to represent the demand of Student's choice.
- Identify to Take challenge Client's requirements, as like University, College etc.
- Communicate with students, identify their Issues and deliver the best decision.
- Contact with student's to collect documents, preparing for student attendance, trainer attendance etc.
- Organize the Plan for student's training start to end processing also.
- Make Plan for Monthly, Quarterly, and Yearly etc.
- Identify the training success roadmap and implement the Goal and provide the feedback to project coordinator.

Compensation & Other Benefits

- Salary will be provided according to the Project policy.

Prospective candidates are invited to send their resumes to edge.csit@pstu.ac.bd or deliver hard copies to the CSIT department office in person. Make sure to mention the person (Office Staff – EDGE PSTU-CSIT Student Training Program) in the subject line.

Application dateline: 30 January, 2024

Atiqur Rahman 27.01.2024

Training Coordinator
EDGE PSTU-CSIT Student Training Program

Professor Md. Atiqur Rahman
Training Coordinator
Digital Skills for Student's Training Program
Dept of Computer Science & Information Technology
Patuakhali Science & Technology University