Research Coordinator
AY2020-21

The Asian University for Women (AUW) seeks applications for a full-time Research Coordinator position to begin in November 2020. Located in the port city of Chittagong, Bangladesh, AUW is a US style liberal arts and sciences university, with representation of wide range of international faculty and home to over 900 students from 19 Asian countries. The university is dedicated to teaching excellence in a liberal art setting, with a strong commitment to research and scholarly engagement. Further information about AUW is available at http://asian-university.org

Contract Length
One year (renewable subject to performance and availability of funds)

Job Description
The Research Coordinator (RC) will report to the Chair of Research and Ethics Committee (REC) and will work closely with the Chair of Research and Ethics Committee (REC), and Associate Deans. The RC will be responsible for the following:

1. keeping abreast of the research and funding information portals, monitoring and disseminating research funding opportunities relevant to AUW’s mission;
2. engaging with research funding agencies and partner agencies on behalf of AUW researchers to liaise communication and coordination;
3. providing support for researchers in developing ideas and assisting in development and the timely submission of proposals;
4. managing the administrative deadline of the application process;
5. collaborating with the principal investigators of awarded projects and the Chair of the Research and Ethics Committee (REC) on monitoring and management of the deliverables and funds.
6. facilitating training and workshops on proposal writing, funding sources and grants administration to faculty, staff and students.
7. attending professional and scientific conferences to remain up to date on new grant opportunities and maintain professional communication with funding agencies and research partners.

Candidates Eligible to Apply
Internal/External

Employment Status
Full Time

Educational and professional qualifications
- Candidates must have a minimum of BSc or BA degree from a regionally accredited academic institution.
- A relevant knowledge and experience in research coordination and administration.
- Experience with research grants including application requirements, financial processes and compliance with regulations, technical and financial deliverables.
- Good knowledge on analytical use and interpretation of data
- Proficiency in MS Office, especially Word, Excel; internet research browsers, and online grant submission and management platforms, as well as statistical software packages and programs.
Essential Qualities & Skills
- Excellent time and office management skills.
- Excellent team player skills.
- Excellent verbal and written communication skills.
- Excellent skills on critical thinking and ability to take initiatives.

Salary
USD 6,000 per annum

Job location
Until the end of the current COVID-19 pandemic measures, the RC will work from home; afterwards the position will be at Chattogram on a flexible hours schedule. The RC may also be required to travel nationally and internationally relevant to research activities.

Application deadline
Please submit a cover letter and CV as either MS Word or PDF files to hrd@auw.edu.bd before 30 September 2020. Please mention the position applied on the subject line. The review of applications will begin immediately. Only short-listed candidates will be contacted.