



East West University Center for Research and Training (EWUCRT) requires a Research Assistant

**Terms of Employment:**

- One year contract (renewal of contract will depend on performance)
- Remuneration: TK 20,000/= per month (consolidated)

**Job Responsibility:**

- \* Contact and correspond with journal authors of *East West Journal of Humanities (EWJH)* and *East West Journal of Business and Social Studies (EWJBSS)*
- \* Retrieve and process articles of *EWJH & EWJBSS*
- \* Check *EWJH & EWJBSS* articles for plagiarism through Turnitin
- \* Make checklists of *EWJH & EWJBSS* articles according to “*Call for Papers*” specifications
- \* Check *EWJH & EWJBSS* articles according to APA & MLA in-text citation and referencing styles
- \* Keep track of *EWJH & EWJBSS* articles throughout the review process
- \* Assist with research work
- \* Collect, compile, analyze and process data
- \* Assist with organization of EWUCRT seminars, workshops, training and national and/or international conference(s)
- \* Assist regularly in the administrative duties of EWUCRT

**Required Qualifications:**

- Experience as Research Assistant would be preferable
- M.A. from a reputed University (with thesis/dissertation)
- A minimum CGPA of 3.50 on a scale of 4.00
- Knowledge of in-text citation and referencing according to APA & MLA styles

Please send the application with a complete CV including all academic results, attested copies of academic and experience certificates and two passport size photographs to Chairperson, East West University Center for Research and Training, East West University, Plot-A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212, or e-mail to [ewuhr@ewubd.edu](mailto:ewuhr@ewubd.edu)

**Application Deadline: 30 October 2017**