

## **ASIAN UNIVERSITY FOR WOMEN**

### **FELLOWS PROGRAM**

#### **Junior and Senior Fellowship Opportunity**

The Asian University for Women (AUW), located in Chittagong, Bangladesh, invites applications for several full-time volunteer fellowship positions. AUW is seeking motivated individuals with excellent academic records and strong extra-curricular activities to serve for a one year fellowship beginning in August 2015.

The Fellowship Program is designed to place volunteers interested in supporting the mission of AUW and its academic and administrative programs in significant teaching and leadership positions at AUW in order for them to gain valuable experience. Junior Fellowship positions are open to recent graduates from accredited universities seeking professional development; Senior Fellowship positions are open to applicants who hold a Master's degree or a minimum of 2 years relevant work experience.

Fellows usually work across different areas, as Writing Center tutors, teaching assistants in our undergraduate programs, instructors for our Access Academy, and in supporting our student services including Office of Student Affairs, Career Development Center, Office of the Registrar, and Admissions.

#### **Please state your interest/s according to the following tracks:**

**Writing Tutors** work closely with individual students coming from a range of linguistic backgrounds to strengthen academic writing skills. Writing Center tutors also conduct in-class and general workshops on academic and creative writing, business & communication and study tips. Preferred qualifications include: prior experience tutoring at a Writing Center or providing learning/writing support to non-native speakers of English, strong writing skills and experience writing in a variety of disciplines, excellent communication and interpersonal skills.

**Teaching Assistants** support our Undergraduate Programs in Economics, Environmental Sciences, PPE (Politics, Philosophy & Economics), and Public Health. Teaching support may include leading discussions, tutoring small groups or individual students, holding office hours, and assisting with laboratory or field work.

**Administrative/Student Services** are seeking experienced Fellows to serve in a variety of areas, including Residential Life, Student Events, Health Education, Admissions, Career Development, Communications and Marketing, and Counselling.

**Teaching Instructors (Access Academy)** Our Access Academy preparatory year offers classes in English, World Civilization and Math. Instructors in composition, grammar, writing and reading comprehension, history, mathematics, and computer literacy are needed to conduct daily required classes.

## **Fellowship Details**

AUW volunteer fellowships are for a one-year period from August 2015 – May 2016. The first two weeks of the program will be an orientation and intensive training in cultural, administrative and pedagogical aspects relevant to the Fellows' activities.

AUW Fellows will receive a monthly stipend (amount determined according to academic qualifications as a Junior or Senior Fellow), shared housing, meals at the AUW cafeteria, free local transportation to and from the University, and regional health insurance (excluding coverage in U.S.A.).

AUW Fellows are also provided with one round-trip air ticket from the closest major airport to Chittagong, Bangladesh, in the most direct and economic route.

## **Qualifications and Experience**

AUW seeks motivated individuals interested in acquiring experience in academia and higher education operations, and who are flexible and can operate without extensive supervision.

### **Junior Fellows**

- Bachelor's degree from an accredited college or university.
- ESL teaching or experience in a Writing or Tutoring Center an advantage.
- Excellent verbal and written communication skills.

### **Senior Fellows**

- Master's degree from an accredited college or university OR Bachelor's degree from an accredited college or university and a minimum of 2 years relevant work experience.
- Specific relevant expertise, e.g. TOEFL or TESOL training, or experience in a relevant discipline or administrative area.
- Work or teaching experience at a college or university.

## **Required**

- Evidence of sensitivity to and understanding of the diverse academic, socio-economic, religious and cultural backgrounds of an international community.
- Ability to be flexible with work assignments and work in a highly dynamic environment.
- Understanding of the challenges of working in Bangladesh.

## **Application Requirements**

- Cover letter stating your specific interest/s in the tracks described above, describing your potential contribution based on academic training and life experiences.
- Résumé.
- Copies of university transcripts.
- Names of two referees.

**Selected candidates will be contacted for a Skype interview by March 2015.**

**To Apply:**

Interested applicants should send their Résumés and a Cover Letter detailing how their qualifications, skills, abilities and experience meet the specific requirements of the role, as outlined in the job description, and names and contact information for two referees to: Director of Human Resources and Services at [hrd@auw.edu.bd](mailto:hrd@auw.edu.bd). **Please include your surname and the position in the subject line.** Only short listed candidates will be contacted. The review of applications will begin immediately and continue until the positions are filled.