

Vacancy Announcement: Teaching Fellow

The BRAC James P. Grant School of Public Health (JPGSPH) at BRAC University was established in 2004 as an educational and research institution focusing on the integral areas of teaching, research, and services. The goal of the school is not only to impart knowledge but also to act as a center of excellence in knowledge creation through research and training that connects with practice. Webpage Link for more details: <https://bracjpgsph.org/career>

Purpose:

We are looking for a dedicated Teaching Fellow for the Master's in Public Health (MPH) Programme. The Master of Public Health (MPH) Programme at BRAC JPGSPH, BRAC University is a 1.5-year full-time international programme that has been offering transformative learning since 2004 to develop next-generation public health leaders.

The Teaching Fellow will work closely with the MPH Programme team to ensure the smooth operation of the programme and the effective delivery of classes. The responsibilities and requirements are provided below:

Key responsibilities:

Teaching Fellows will be responsible for:

- Prepare course descriptions and assist faculty in designing and updating course schedules, syllabuses, and session plans.
- Manage pre-class logistics, including communication with faculty and guest speakers, technical setup, and timely preparation of class materials.
- Support classroom delivery by facilitating recap sessions, guiding group work, and addressing student queries and assignments.
- Coordinate group discussions, assignment deadlines, Moodle submissions, exams, and the preparation of final grade sheets.
- Assist in student evaluations, including quizzes, assignments, and protocol reviews.
- Maintain and organize all course-related materials on Google Drive and Moodle in collaboration with the IT team, ensuring smooth access for students.
- Oversee daily classroom operations such as attendance tracking and lunch management.
- Assist in organizing field visits and group activities, ensuring logistics and active student engagement.
- Provide academic support and guidance to students during classes, thesis writing, and internships, including supervisor coordination and fieldwork assistance.
- Emphasize and uphold academic integrity by ensuring ethical conduct among students, discouraging plagiarism, and promoting unbiased academic practices and transparency.
- Have to abide by compliance with institutional guidelines.



Requirements/Qualification:

- A master's degree in public health, preferably from a reputable institution. An MPH degree will get a preference.
- Fluency in English is a must.
- Outstanding written and verbal skills
- Experience in teaching or leading group discussions
- Ability to provide constructive feedback and guidance on student academic writing
- Proficiency in computer skills and technological platforms, such as Zoom, Moodle, Canvas, Blackboard, etc. Stata
- Experience living or working in an international or multinational community

Salary:

Negotiable salary package offered upon successful completion of selection process

Benefits:

Festival Bonus, Earned Leave Encashment, Health and Life Insurance, Increment on annual appraisal, and others as per policy.

Contract Types and Duration:

The agreement is based on a contractual service arrangement but there is potential for extension based on the performance. .

Application Process:

Interested candidates are invited to submit a cover letter, curriculum vitae (CV) to recruitment.sph@bracu.ac.bd by **July 5, 2025**. Please indicate "Application for Teaching Fellow" in the subject line of the email. Only shortlisted candidates will be contacted for interviews.

Only short-listed candidates shall be invited for the interview. All tests & interviews will be held in Dhaka.

We are an equal opportunity employer and encourage applications from qualified women and minority candidates.

The organization reserves the right to make an appointment at a grade lower than that advertised.