

Memo No.: CERRS/Job/CA/Adv./2501

Date: 13/01/2025

Join Us  
as a  
**Campus Ambassador!**

Are you enrolled in a bachelor's, master's, or equivalent program at any UGC-approved university or higher educational institute in Bangladesh? Are you a dynamic and creative individual eager to make a mark on your campus? If so, we'd like you to join CERRS (সার্স) as a Campus Ambassador.

Campus Ambassador	Leadership	Youth Opportunities	Networking Opportunities
Event Planning	Project Management	Communication Skill	Volunteer Service
ECA Certificate	University Job	Learn & Grow	

**Opportunity Overview**

Last year CERRS launched a transformative **Campus Ambassadors Program** across universities in Bangladesh aimed at equipping students with vital skills and experiences to shape their future careers. Ambassadors act as catalysts for change, promoting global and local opportunities to their peers and transforming them into success stories.

As organizers, ambassadors orchestrate campaigns and workshops within their campuses, collaborating with clubs, faculty, and administration. They actively participate in, organize, and conduct various online and offline events, including seminars, conferences, workshops, webinars, and more, covering topics ranging from higher education planning to career guidance and research initiatives. Ambassadors will enhance their leadership abilities and contribute to our research and educational endeavors through their involvement. Upon completion, ambassadors will receive certification, enhancing their career prospects, international recognition, and scholarship eligibility.



Grab the opportunity to join our team and represent your institution globally. Get ready to be empowered and to empower others! Applications are now open. Don't delay, apply today!

\*\*\* Meet our present ambassadors here: <https://cerrsltd.com/campus-ambassadors>. \*\*\*



## Why You Should Join This Program?

- To be part of a prestigious network of campus leaders.
- To build a standout resume with unique achievements and certificates.
- To make a meaningful impact on your campus community while growing personally and professionally.

**Ready to take the lead? Join us now and unlock a world of opportunities with CERRS! Still unsure about applying? Below is a detailed, point-by-point breakdown of the role specifications.**

## Compensation, Support, Resources & Other Benefits

\*\*\* This role is voluntary and does not include monetary compensation. However, we provide the following support, resources, and benefits for our campus ambassadors:

### 1. Recognition & Certificates:

- Recognition on various social media platforms and the CERRS website.
- “Ambassador of the Month” certificate for outstanding contributions.
- “Certificate of Excellence” for exceptional performance during your tenure.
- “ECA Experience Certificate” upon successful completion of the program.
- “Certificate of Participation” for events, special initiatives, or projects.

### 2. Professional Growth & Networking

- Scope for future employment as an intern or a team member.
- Personalized “letter of recommendation” for future internships or employment in other institutions.
- Hands-on experience in leadership, communication, and project management.
- Networking opportunities with industry professionals, faculty members, researchers, and scholars.

### 3. Training & Resources

- “Free access” to our exclusive events like webinars, workshops, and training sessions.
- “Free access” to our promotional and event-planning materials.
- “Continuous support, guidance, and mentorship” from the CERRS team.

### 4. Skills Development

- Enhance your public speaking, social media management, marketing, and community outreach skills.
- Gain invaluable exposure to real-world event planning and leadership scenarios.

### 5. Incentives & Perks

- Referral commissions by promoting and sharing courses and workshop-style events.
- Gifts and waivers for courses and services offered by CERRS, subject to availability.
- Opportunities for recognition through awards and spotlight features.
- Research paper publication and collaboration support.

## Core Learn & Grow Items

### ❖ Workshops on personal and professional development (PPD)

1. Protecting Yourself Online: Avoiding Scams, Phishing, and MFS Fraud
2. Leveraging PDF Tools: iLovePDF, PDFGear, Foxit PhantomPDF, and Adobe Acrobat
3. Mastering Google Forms: Creation, Applications, and Analysis
4. Excel as a Tool: Creating Your Own Data Entry Software
5. Crafting Professional CVs, Resumes, Biodata, and Cover Letters
6. Building Your Personal Brand with Google Sites



7. Decoding Marketing Strategies: Ethos, Pathos, Logos, and Modern Marketing Techniques
8. Mastering Public Speaking: Essential Skills for Effective Communication
9. Event Planning and Management: Practical Strategies for Success

❖ **Workshops on research and development programs (RDP)**

1. Understanding Research Terminology: From Journal Insights to Global Congresses
2. Unveiling the Research Process Flow: From Initial Ideas to Published Work
3. Mastering the Art of Literature Review: Organizing and Analyzing Research Sources
4. Demystifying Research Methodology: Transforming Concepts into Practical Applications
5. Data Analysis for Researchers: From Fundamentals to Advanced Techniques
6. Crafting Impactful Research Proposals: Strategies for Success

❖ **Workshops/sessions on higher study abroad (HSA)**

1. Navigating International Immigration: Rules, Regulations, and VISA Compliance
2. Mastering Materials for Higher Studies Abroad: Crafting SOPs, LORs, and Admission Essays
3. Pursuing Higher Studies in the US: Pathways to Success
4. Exploring Higher Education in the UK: Opportunities and Insights
5. Studying in Canada: A Guide to Admissions and Scholarships
6. Higher Education in Germany: Tuition-Free Education and Beyond
7. Studying in Australia: Navigating Admissions and Student Life
8. Higher Studies in Japan: Scholarships, Admissions, and Culture
9. Studying in China: A Gateway to Global Opportunities

❖ **Webinar on career guidance (CG)**

1. Personalized Career Consultancy: Expert Guidance Across Disciplines
2. Driving Innovation Through Engineering:
  - Part 1 – Career Opportunities in the IT Sector in Bangladesh
  - Part 2 – Career Opportunities for EEE Graduates in Bangladesh
  - Part 3 – Career Opportunities in the Telecom Sector in Bangladesh
  - Part 4 – Career Opportunities for Structural Engineers in Bangladesh
3. The Researcher's Journey: Opportunities and Challenges in Bangladesh
4. Exploring the Administrative Sector: A Deep Dive into BCS Administration and Public Services
5. Navigating Careers in the Bangladesh Police: Exploring Diverse Roles and Opportunities
6. Unpacking the Banking Sector: Key Roles and Career Paths in Bangladesh's Financial Industry
7. The Gateway to Careers: Navigating Job Portals for Opportunities

❖ **Assignments**

1. Submission of Marketing Campaign Proposal for CERRS Ltd.
2. Discovering Top Apps, Tools, and Platforms for Productivity and Learning

❖ **Courses**

1. Digital Literacy Course for Youth
2. Digital Security Essentials
3. Digital Security and Human Rights
4. Fundamentals of Manuscript Preparation

❖ **Contests**

1. Craft Your Career: The Ultimate CV Challenge
2. Design Your Vision: Poster Submission Contest
3. Slide to Success: Presentation Skills Challenge
4. Master the Viva: Mock Viva-Voce Challenge
5. Ace the Interview: Mock Job Interview Contest



## Resource Persons

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|---|--|
| 1. Program Director                           | 20. Executive Magistrate               |
| 2. Program Coordinator                        | 21. Assistant Superintendent of Police |
| 3. CERRS Directors                            | 22. Admission Committee Member         |
| 4. University Teachers (Local & Abroad)       | 23. International Immigration Officers |
| 5. Instructors (Local & Abroad)               | 24. Expert Writers                     |
| 6. Research Scholars (Local & Abroad)         | 25. Published Authors                  |
| 7. Industry Experts                           | 26. Public Speaking Coach              |
| 8. Engineers                                  | 27. Event Organizing Manager           |
| 9. Architects                                 | 28. Expert Presenters                  |
| 10. Who completed Master's or PhD Abroad      | 29. Oral Examiners                     |
| 11. Doctoral / Post-Doctoral Candidate Abroad | 30. HR Manager                         |
| 12. Publication Experts                       | 31. HR Recruiting Experts              |
| 13. CERRS Editors                             | 32. Marketing Expert                   |
| 14. CERRS Officials                           | 33. AD, JD, or AVP-ranked Officers     |
| 15. Job Holders Abroad                        | 34. Job Portal Expert(s)               |
| 16. Research Assistant (RA)                   | 35. Google Site Expert                 |
| 17. Teaching Assistant (TA)                   | 36. Google Form Expert                 |
| 18. Consultants                               | 37. PDF Editing Experts                |
| 19. Assistant Commissioner                    | 38. Excel Instructor                   |

## Key Participants

- CERRS Campus Ambassadors
- CERRS Students
- Enthusiasts

## Duties, Responsibilities & Obligations

1. **Representation:** Represent CERRS professionally on and off campus within relevant networks.
2. **Promotion:** Promote CERRS initiatives, events, and opportunities to students, faculty, and staff.
3. **Campus Engagement:**
  - Foster engagement with the campus community through social media, email, and face-to-face interactions.
  - Participate in, organize, facilitate, and host events such as workshops and webinars.
  - Establish partnerships with institutions, clubs, and organizations to collaborate on projects and events.
4. **Regular Communication:** Maintain consistent communication with CERRS, providing activity updates and seeking guidance as needed.
5. **Adherence to Organizational Principles:**
  - Adhere to CERRS policies, vision, mission, values, and objectives.
  - Uphold the terms of reference (TOR) and the CERRS code of conduct (COC).
6. **Attendance:** Missing four consecutive events, such as meetings or workshops, may result in removal from the program.
7. **Feedback:** Provide feedback and share insights to help improve the program's effectiveness.



## Joining Criteria

1. Undergrad or graduate student at any university or higher educational institute in Bangladesh.
2. Ability to balance professional and educational commitments.
3. Strong communication and interpersonal skills or willingness to develop them.
4. Solid problem-solving skills or willingness to develop them through hands-on experience.
5. Active involvement in extracurricular activities (ECAs) on campus (campus activist).
6. Club, leadership, or organizational experience on campus is advantageous.
7. Commitment to the Program for 1 year, dedicating at least 4 hours per week.
8. Familiarity with CERRS and its mission, vision, and objectives.
9. Proficient in or willing to learn social media management (social media savvy).

**Job Location:** Bangladesh (Respective Campuses)

**Program Duration:** 1 (One) Year

**Application Process:** Online

**Application Link:** <https://cerrsltd.com/job/application/ca>

## Key Dates to Remember:

- **Application Opens:** January 13, 2025
- **Application Closes:** January 17 ~~27~~, 2025
- **Interview Call:** January 18 ~~30~~, 2025
- **Online Interview:** January 19 ~~20~~ **February 01–02**, 2025
- **Offer Letters:** January 22 **February 03**, 2025
- **Joining Period:** January 23 ~~25~~ **February 04–06**, 2025
- **Orientation:** January 31 **February 10**, 2025



**N.B:** Only the short-listed candidates will be called for interviews.

## About CERRS

CERRS is a dynamic private limited company headquartered in Dhaka, Bangladesh, providing innovative and cost-effective solutions to clients worldwide. Our expertise spans various industries, including ed-tech, research, publishing, IT, consultancy (architectural, civil, and structural), and language revision services like proofreading, rewriting, reviewing, and editing.





As a multi-disciplinary organization, we operate across these industries and can help you with all your needs, no matter your industry. Since our inception in 2022, we have been committed to offering our services online. They are available at very nominal costs, and you can pay for them as needed. With a commitment to excellence, we cater to global clients across various sectors, delivering tailored solutions that meet their unique needs with precision and quality.

🔗 For more information, visit: <https://cerrsltd.com/overview>.

📄 Explore our academic & research services: <https://cerrsltd.com/our-services>.

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**CERRS Ltd.**

*Mahabub*

**Md. Mahabub Alam Moon**  
**Managing Director & CEO**

**(Md. Mahabub Alam Moon)**

**Program Director**

**CERRS Campus Ambassadors Program**

Center for Engineering, Research, and Revision Services

&

Managing Director and CEO

CERRS Ltd., Dhaka-1000, Bangladesh

Email: [ceo@cerrsltd.com](mailto:ceo@cerrsltd.com) | Cell: +880-1720-929357

Dhaka (13.01.2025)

