

Skip to the content \* Home \* Research \* Research Areas \* Artificial Intelligence (AI) & Data Science \* Generative AI (Gen AI) \* Internet of Things (IoT) \* Brain-Computer Interface (BCI) \* Robotics & Automation \* Augmented Reality & Virtual Reality \* Research Applications \* Health & Wellbeing \* Education & Skills Development \* Energy, Industry & Business \* Agriculture & Climate \* Articles \* Publications \* Research works \* Publications List \* Projects \* Life at IRIIC \* Our People \* Career \* Resources \* Events \* Next Events \* Past Events \* News \* In Media \* Partnerships \* About \* About us \* Media \* Achievements \* Contact

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**Project Coordinator Intern** Institute of Research, Innovation, Incubation and Commercialization (IRIIC) United International University (UIU), United City, Madani Avenue, Dhaka 1212 **Required Skills and Qualifications:** \* **Educational Background:** Bachelor’s degree completed, or those who have completed coursework and are only pending an internship. CSE and BBA preferred; all disciplines eligible. \* **Strong Communication Skills:** Excellent written and verbal communication skills in English and Bengali. \* **Detail-Oriented:** Ability to manage multiple tasks, prioritize, and maintain accuracy in documentation. \* **Proactive Attitude:** Self-motivated, proactive, and able to work effectively both independently and as part of a team. \* **Computer Proficiency:** Strong skills in MS Office (Word, Excel, PowerPoint) and project management tools are a plus.

**Key Responsibilities:** \* **Project Coordination:** Support the coordination of research projects, including scheduling, resource management, and tracking progress to ensure timely completion. \* **Writing and Documentation:** Prepare and maintain detailed project documentation, proposals, reports, and updates. \* **Communication:** Facilitate communication between team members and stakeholders to maintain smooth project flow. \* **Administrative Support:** Assist in organizing meetings, workshops, and training sessions, and handle other administrative tasks as needed. \* **Research and Analysis Assistance:** Contribute to background research, and analysis to support ongoing initiatives.

**Benefits:** \* Gain hands-on experience in project management and coordination. \* Work in a dynamic, innovative research environment with cutting-edge technology. \* Opportunity to collaborate with professionals and researchers in the field. \* Enhance your resume with practical experience and references from a reputable institution.

**Application Deadline: 1 August, 2025** Apply Now Your name Your email Your Mobile Number Cover letter

Upload your CV(.pdf)  
(Maximum file size: 10mb)

Submit

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United International University, United City, Madani Avenue, Dhaka-1212.

**Email:**

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**Contact Number:**

09604 848848 - Ext: 3140 (Office hour : 8.30 AM-4.30PM)

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