Job Description

<table>
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<th>Position Title</th>
<th>Research Assistant</th>
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<tr>
<td>Department</td>
<td>Computer Science – School of Science and Engineering</td>
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<td>Reporting Relationship</td>
<td>Dean for the School of Science and Engineering</td>
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<td>Dated</td>
<td>October 2015</td>
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Scope of the Position

The Research Assistant for Computer Science will provide support for the faculty and their students to ensure the students make the best use of their time in prescribed lab sessions. The Research Assistant will be in charge of the laboratory component of the assigned course(s), and is expected to participate in, and contribute to academic research within the department.

Summary of Key Functions

- Interacting with the faculty and teaching assistants of assigned course(s) to stay up-to-date on the theory component;
- Designing laboratory sessions in accordance with the theory component;
- Providing progress reports on student performance;
- Grading lab assignments and providing mid-term and end-of-term grades;
- Conducting laboratory sessions;
- Ensuring security of equipment – prevention of theft or malicious damage;
- Emphasizing and maintaining good behavior and personal responsibility;
- Ensuring before each session that the necessary hardware and software is present in the laboratory, and that it is functioning and properly set;
- Solving laboratory assignments prior to sessions, so as to identify potential problems and revise the assignments if necessary;
- Working with individual students and supporting them in undergraduate research projects;
- Contributing to high-level research in support of academic staff, including drafting of grant proposals and research papers;
- Any other job assigned by the Deans/faculty

More information about the School of Science and Engineering can be found at [http://habib.edu.pk/academics/sse/](http://habib.edu.pk/academics/sse/) Applicants need to submit a cover letter, curriculum vitae, copies of academic documents, and three letters of reference in PDF format to be considered.

The application package can be emailed to minerva.john@habib.edu.pk

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