Job Description
Research Assistant – Computer Science
School of Science & Engineering

POSITION DESCRIPTION
A Research Assistant (RA) in the Computer Science program provides essential pedagogical support to faculty and students in the program. The role involves interacting with students, preparing and grading course assessments, and coordinating different aspects, e.g. lab and lecture, of assigned courses. The RA is also expected to participate in and contribute to academic research at the department.

DUTIES AND RESPONSIBILITIES
✓ Attending lectures of assigned course(s);
✓ Assisting in designing student assignments and quizzes for assigned courses;
✓ Solving assignments prior to handing them out so as to identify potential problems and revise the assignments if necessary;
✓ Grading of student assignments and quizzes;
✓ Holding tutorials and providing support for recitations;
✓ Holding student consultation hours for course assistance;
✓ Providing reports to faculty on general student performance;
✓ Interaction with lab staff to coordinate the theory and lab components of offered courses;
✓ 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 related assignment given by program faculty.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ At least 16 years of education in Computer Science – BS CS, with a minimum CGPA of 3.0, or equivalent; ✓ Fluent in written and spoken English; ✓ Teaching experience preferred;
Required Experience	✓ Fresh graduates are welcome to apply;

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	Competency	Criticality (High / Low / Medium)
1.	Problem Solving	High
2.	Algorithms and Data Structures	High
3.	Programming	High
4.	Self-motivation	High
5.	Communication	High

More information about the School of Science & Engineering can be found at https://habib.edu.pk/academics/sse/

Applicants need to submit a cover letter, curriculum vitae, and copies of academic documents to be considered.

The application package can be emailed to shoaib.khan@habib.edu.pk, and CC to omar.mansoor@habib.edu.pk

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