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

POSITION DESCRIPTION
Candidate will be responsible for preparing and updating lab manuals as per stakeholders recommendations, conducts lab sessions, evaluates pre and post lab sessions, bringing innovation to the overall conduction of lab, designing new experiments, assisting faculty in their research task, and helping students in doing their course and final year projects.

DUTIES AND RESPONSIBILITIES
✓ The role involves interacting with students, preparing and marking assignments, and coordinating different aspects, e.g. labs and lectures, of assigned courses.
✓ Designing student assignments and quizzes for assigned courses.
✓ Supporting the work of faculty in classes and laboratory sessions and giving technical advice to other lab staff and students.
✓ 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 and providing reports to faculty on general student performance.
✓ Assisting faculty in holding tutorials and recitations.
✓ Holding student consultation hours for course/lab assistance.
✓ Supporting students in undergraduate research projects.
✓ Participating in professional development activities such as conferences, workshop, and lectures etc.
✓ Coordinating the set-up and managing the availability of required materials, tools, and software. Also insuring calibration and proper functioning of equipment.
✓ Providing technical support, i.e., troubleshoots and repairs lab equipment that malfunctions or breaks down.
✓ Maintaining the infrastructure, inventory and storage of lab.
✓ Ensuring that all health and safety procedures are understood and followed correctly.
✓ Coordinates, manage and provide technical support in availability of required materials, tools, and software and ensures calibration and proper functioning of equipment.
✓ Comfortable with IT and computing infrastructure, typical responsibilities in this regard include: recommending new software tools for better course instruction, interacting with IT and Lab staff to coordinate software installations and related tasks, learning new software and programming environments.
✓ Maintains the infrastructure, inventory and storage of lab.
✓ Furnishes him/herself for any task assigned by faculty and/or program director.
✓ Any other assignment/s given by faculty.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ BE in Electrical/Electronics/Telecommunication Engineering from HEC Recognized University with CGPA of 3.2 or better. ✓ Registered with PEC
Required Experience	✓ At least 01-year experience in relevant field.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	*Competency*	*Criticality (High / Low / Medium)*
1.	Analytical Skills	High
2.	Problem-Solving Skills	High
3.	Communication Skills	High
4.	Programming Skills	High
5.	Analytical Skills	High
6.	Problem-Solving Skills	High
7.	MS Office	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

Please Note that the position is only for 3 months

Habib University is an Equal Opportunity Employer