



Job Description

Position Title	Assistant Manager - Academic Labs Computing
Department	DSSE & AHSS
Reporting To	Program Director - CS
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be responsible to maintain and administer the compute infrastructure of Habib University's academic labs. He / She will be responsible for the maintenance of the physical and virtual machines providing various services and of Linux, Windows, and Mac based lab environments. Interaction with the students and faculty to understand, research, and implement their compute needs will be required. The role will involve close collaboration with the University's I.T. department and supervision of an academic labs compute assistant.

DUTIES AND RESPONSIBILITIES

- ✓ Responsible to support technical and administrative aspects of day-to-day operations of computer labs, running on Linux, Mac OS, and Windows.
- ✓ Perform Linux, Mac OS and Windows installations, configurations, upgrades and ongoing maintenance activities on virtual environments.
- ✓ Create, deploy and maintain software images for computing labs.
- ✓ Communicate closely and cooperate with faculty and students to address their lab compute needs. Provide necessary and related technical support to faculty and students for their courses and projects.
- ✓ Research, test, add, replace, update and deploy hardware and software applications in close consultation and coordination with IT department through service desk.
- ✓ Maintain stock & inventory of all assigned equipment, supplies, software and licenses.
- ✓ Assure compliance with the institution IT and Information Security policies in the lab settings.
- ✓ Creates and monitors lab compute policies, usage, and procedures.
- ✓ Conduct walkthrough and quarterly maintenance activities to ensure that every component of the academic compute labs is working properly.
- ✓ Monitoring, analysis and reporting of open lab use and traffic trends.
- ✓ Assist in scheduling and preparation for special events that require access and usage of academic compute labs.
- ✓ Supervise the academic lab compute assistant position;
- ✓ Any other related duties assigned by the supervisors.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">✓ Bachelor's Degree / Diploma in Computer Science / IT;✓ Linux Certification such as RHCE is preferable.
Required Experience	<ul style="list-style-type: none">✓ At least 3 years of working experience in administering Linux, Windows, Mac OS systems; preferable in higher education institutions.✓ Experience in virtualization and related hypervisor tools.

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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Linux system administration	High
2.	Windows and MAC OS Systems	Medium
2.	Linux scripting knowledge (Bash, Perl, Python any combination)	Medium
3.	Virtualization and hypervisor	Medium
4.	Maintain interest in and stay up to date with current developments in information technology	High
5.	Reliability and self-motivation	High
6.	Interpersonal Communication skills	Medium

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