



Job Description

Position Title	Research Assistant
Department	Dhanani School of Science & Engineering
Reporting To	Program Director, Electrical & Computer Engineering
Type of Position	Regular- Full Time

POSITION DESCRIPTION

The incumbent 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

- ✓ Smooth conduction of assigned lab courses.
- ✓ Design and development of experiment manuals.
- ✓ Participating in professional development activities such as conferences, workshop, and lectures etc.
- ✓ Supporting the work of faculty in classes and laboratory sessions and giving technical advice to other lab staff and students.
- ✓ Grading of student lab submissions and providing reports to faculty on general student performance.
- ✓ Supporting students in undergraduate research projects.
- ✓ Assisting faculty in holding tutorials and recitations.
- ✓ Holding student consultation hours for course/lab assistance.
- ✓ 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.
- ✓ Ensuring that all health and safety procedures are understood and followed correctly.
- ✓ 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.
- ✓ Maintaining the infrastructure, inventory and storage of lab.
- ✓ Furnishing him/herself for any task assigned by faculty and/or program director.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> ✓ BE in Electrical/Electronics/Telecommunication Engineering from HEC Recognized University with CGPA of 3.2 or better. ✓ Registered with PEC
Required Experience	<ul style="list-style-type: none"> ✓ 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

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

Revision Date		Version	
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