Job Description- Position

Position Title	**Assistant Manager - Academic Labs and Computing DSSE**
Department	DSSE
Reporting To	AD DSSE
Type of Position	**Full Time**
Apply Here	https://habib.edu.pk/hu-careers/apply-online

POSITION DESCRIPTION

The incumbent will be responsible for overseeing staff and developing strategies to maintain and administer the computing infrastructure of Dhanani School of Science and Engineering. Interaction with the students and faculty to understand and implement their compute needs, as well as close collaboration with the university's IT department will be required.

DUTIES AND RESPONSIBILITIES

- ✓ Maintaining and administering physical and virtual machines running MacOS, Linux, and Windows
- ✓ Managing a local server to provide services remotely and over the local network
- ✓ Setting up and managing virtual machines
- ✓ Setting up and managing LTSP or other network-based Linux environments
- ✓ Managing remote access to high end GPUs
- ✓ Performing routine maintenance tasks
- ✓ Maintaining stock & inventory of all assigned equipment, supplies, software and licenses
- ✓ Providing computing support to DSSE faculty and staff
- ✓ Testing, adding, replacing, updating and deploying hardware and software applications in DSSE labs
- ✓ Assuring compliance with the institution IT and Information Security policies in lab settings
- ✓ Creating and monitoring lab compute policies, usage, and procedures.
- ✓ Assisting in the scheduling and preparation for special events that require access and usage of academic compute labs.
- ✓ Understand the compute needs of faculty and students provide the necessary technical support for their courses and projects.
- ✓ Liaising with the university's IT department for necessary tasks
- ✓ Managing staff, as necessary, to perform the above tasks
- ✓ Any other relevant tasks assigned by AD DSSE

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelor's Degree / Diploma in Computer Science / IT; ✓ Linux Certification such as RHCE is preferred.
Required Experience	✓ At least 3 to 4 years of working experience in administering Linux, Windows, Mac OS systems; preferably in higher education institutions. ✓ Experience in virtualization and related hypervisor tools.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

Revision Date	1 May 2020	Version	

S#	Competency	Criticality (High / Low / Medium)
1.	Problem-Solving Skills	Medium
2.	Communication Skills	Medium
3.	Scripting / Programming	Low
4.	Reliability & Responsibility	High
5.	Self-motivation	High

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Verified By (For HR Only)   Line Manager (If Any)   Head of the Department

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