Job Description

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

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

- ✓ Smooth conduction of assigned lab courses.
- ✓ 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 are welcome to apply.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Operating System Concepts	High
2.	Computer Architecture Concepts	High
3.	Algorithms and data structures	Medium
4.	Programming	High
5	Self-Motivation	High
6	Problem Solving Skills	High
7	Communication Skills	Medium

Interested applicants are invited to submit their applications to our online application portal. Recruitment-related queries may be directed to academic@habib.edu.pk.

Habib University is committed to an inclusive and diverse community. We are also committed to increasing the representation of women in STEM fields and strongly encourage applications from women candidates.