

Job Description

Position Title	Project Lab Assistant
Department	Dhanani School of Science and Engineering - DSSE
Reporting To	Assistant Dean - DSSE
Date	October 2024
Type of Position	Contractual

POSITION DESCRIPTION

This position supports DSSE staff with the maintenance and upkeep of DSSE Projects Lab and facilitates capstone projects. The role requires flexible work hours to ensure timely delivery of capstone projects. Responsibilities include collaboration with capstone students, program capstone committees, and other HU departments (e.g., Operations, Procurement, Finance, IT). Participation in academic lab offerings may also be required, limited to no more than one lab per semester. Flexible work hours are required, especially during project deadlines that include staying in Lab till 8:30pm during crucial project phases.

DUTIES AND RESPONSIBILITIES

- Ensure the lab adheres to Habib University safety and security policies. This includes managing the lab premises, ensuring compliance with safety standards, and securing the lab during critical project deadlines.
- Must be able to work in shifts and on weekends during crucial project milestones, with an emphasis on staying in the lab until 8:30 PM during critical project phases.
- Provide technical consultation to Electrical Engineering, Computer Engineering, and Computer Science students during various phases of their final year capstone projects.
- Coordinate the setup and availability of essential project materials, tools, and software. Ensure equipment is regularly calibrated and functions correctly.
- Provide troubleshooting, technical support, and repair of lab equipment when malfunctions or breakdowns occur, ensuring uninterrupted student work.
- Maintain an accurate and up-to-date inventory of lab equipment. This includes performing routine checks, managing storage, and ensuring proper infrastructure maintenance.
- Assist in coordinating the capstone project cycle, including making announcements, documenting progress, and managing student evaluations. Maintain course files and ensure compliance with accreditation standards.
- Liaise with relevant HU departments, such as Operations, Procurement, Finance, and IT, to ensure project milestones are met, and all necessary materials are available on time.
- Facilitate and support industry-academia collaboration in Final Year Projects by arranging meetings with industry contacts, and maintaining project expectations between students, faculty, and industry representatives.
- Assist in cost estimation for project infrastructure and equipment needs and manage the preparation of legal documents where required.
- Research and secure funding sources for Final Year Projects as needed.

- The role may require the use of mechanical workshop skills to support students in their projects.
- Arrange and document industry and student meetings. Send weekly updates to industry and faculty contacts regarding project progress.

REQUIRED JOB SPECIFICATIONS

Required Qualifications	Bachelor's in Engineering, preferably in Electrical or Computer Engineering from HEC recognized university with CGPA of 3.25 or better
Required Experience	At least 01-year experience in relevant field

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication Skills	High
2.	Analytical Skills	High
3.	Problem-solving Skills	High
4.	Engineering Design	Medium