

JOB DESCRIPTION

Position Title	Lab Instructor/ Research Assistant
Department	Social Development and Policy, School of Arts, Humanities and Social Sciences
Reporting To	Program Director, Social Development Program (SDP)
Type of Position	Full-time

POSITION DESCRIPTION

A Lab Instructor/ Research Assistant (RA) in the SDP 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. software workshops and lectures, of assigned courses. The RA is expected to participate in and contribute to academic research at the department.

DUTIES AND RESPONSIBILITIES

- ✓ 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 workshop 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

Qualifications	<ul style="list-style-type: none"> ✓ At least 16 years of education in a relevant field (courses such as economics, social development, etc.) with a minimum CGPA of 3.0, or equivalent. ✓ Fluent in written and spoken English and preferably Urdu as well. ✓ Teaching experience preferred. ✓ Experience with Stata, MAXQDA, R, QGIS and MS Office Suite preferred.
Experience	✓ Fresh graduates are welcome to apply

REQUIRED JOB COMPETENCIES

Sr.	Competency	Criticality (High/Medium/Low)
1	Stata	Medium/High
2	QGIS	Low/Medium
3	R/ Python	Low/Medium
4	MAXQDA	Low/Medium
5	MS Office Suite (Word, Excel, etc.)	Medium/High
6	Self-Motivation	High
7	Problem Solving Skills	High
8	Communication Skills	High