Shaheed Zulfikar Ali Bhutto Institute of Science & Technology

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Lab Assistant	DEPARTMENT: IT Labs
POSITION REPORTS TO: Lab Administrator	
MAJOR JOB RESPONSIBILITIES	

1. Accepts responsibility for the lab equipment and ensures that all the computers (with up-to-date software and antivirus), printers, scanners are running properly and are in working order.

2. Performs maintenance and troubleshooting for the Lab hardware and software malfunctioning, and when not sure how to fix a problem, properly documents the problem and makes it known to the Manager Systems.

3. Provide technical support to the students and teachers in the use of computers during lab sessions. To conduct online admissions test, teacher evaluation sessions, seminars, workshops and installs the required software and troubleshoots the related problems.

4. Monitors activities and behavior of students in the lab and enforces all rules concerning the use of labs to ensure the physical and environmental safety of students.

5. Provides solution for the hardware, software, LAN, user account, Zabdesk password and virus security related problems to the faculty, departments, and classroom PCs

6. Provide technical support and troubleshoots permanent faculty, adjunct faculty, staff, and students in resetting their passwords for user accounts whenever required.

PERSON SPECIFICATION

(1) **Academic Qualification Required**
Intermediate / 2years diploma in IT or Computer Science

(2) **Specific Job-related Skills Required**

1. Ability to work independently.
2. Good problem solving skills; ability to think around problems and come up with creative solutions.
3. Ability to communicate with the students and the staff and counsel them in the computer related areas.

(3) Specific Job-related Traits & Behaviours Required
1. Attendance & Punctuality
2. Willingness to work from a team approach by building and maintaining effective and professional working relationships with co-workers.
3. Work interest, devotion and commitment
4. Discipline