



WORLD UNIVERSITY OF BANGLADESH

UGC & Govt. Approved

A University for Quality & Utilitarian Education

OFFICE OF THE REGISTRAR

JOB DESCRIPTION & PERSON SPECIFICATION FOR LAB ASSISTANT, DEPT. OF EEE

1. JOB INFORMATION

Post Title: **LAB ASSISTANT, DEPARTMENT OF EEE**

Mode: **Full Time**

Ref No: **WUB/HR/Lab Asst./EEE**

2. JOB DESCRIPTION

Main Duties and Responsibilities

*Have to work ability with Electronic Lab, Electrical or Power system Lab, Communication Lab and Mechatronics Labs.

*Maintaining equipment, recording and sorting of laboratory data.

*Ensure all laboratory resources are utilized efficiently and correctly.

*Carry out other related duties as and when assigned by the instructor/ teacher and proper reporting.

*Take class attendance and monitoring attendance records.

*Prepare and develop various teaching aids such as Circuit and graphs, Oscillator Calibration etc.

*Distribute assignment and collection when they are completed.

*Observe students' performance and record relevant data to assess progress.

*Good knowledge on in home lab equipments with machinery, On machine handling policy, On all consumption and quality management system.

*Time to time need to be update of any kind of new equipments.

*Practice all health and safety procedures.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Supervision Given

Other colleagues as appropriate.

PERSON SPECIFICATION FOR LAB ASSISTANT, DEPARTMENT OF ELECTRICAL & ELECTRONIC ENGINEERING (EEE)

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Diploma or B. Sc. Degree in the subject of Electrical and Electronic Engineering (EEE) or ground of related fields.	Good language skills.
Experience	Experience persons will be given preference.	Up to date knowledge on lab equipments.
Job Related Skills and Capabilities	Commitment to delivering high quality services. Good organizational and management skills.	Evidence of successful external network. Some administrative and organizational experience.

Instructions

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at aj.masud@wub.edu.bd. Application forms for the post are available from <http://jobs.wub.edu.bd>. Please download the form and submit your application via email to hr@wub.edu.bd or submit by postal mail to **Human Resources Division**, World University of Bangladesh, Building 3/A, Road # 04, Dhanmondi, Dhaka – 1205, BANGLADESH.