



## **DEPARTMENT OF MECHATRONICS ENGINEERING**

### **JOB DESCRIPTION & PERSON SPECIFICATION FOR LAB ASSISTANT**

#### **1. JOB INFORMATION**

Post Title: **LAB ASSISTANT OF MECHATRONICS ENGINEERING**

Mode: **Full Time**

Ref No: **WUB/HR/Lab\_Asst.\_MTE/2024(001)**

#### **2. JOB DESCRIPTION**

##### **Main Duties and Responsibilities**

Monitoring students' progress; gives feedback; facilitates student participation in learning activities.

Assesses students' performance on practical, oral, written examinations.

Teaching students how to use equipment and techniques required for experiments.

Assisting research scientists with their work by maintaining lab equipment, organizing data, and performing other administrative tasks.

Recording data from experiments to monitor progress and identify problems or errors.

Preparing specimens for examination.

Helping teaching staff of Mechanical, Automobile and Mechatronics engineering.

Ensure all laboratory resources are utilized efficiently and correctly.

Take class attendance and monitoring attendance records.

Good knowledge on in home lab equipment's, 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.

Any other task assigned by the Superior/Head/Dean/Higher authority.

**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.

**Salary Range: BDT: Tk. 16,050/- to Tk. 20,000/- (Per Month)**

**PERSON SPECIFICATION FOR LAB ASSISTANT**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education / Qualifications</b>	B.Sc. or Diploma in Mechanical / Automobile / Mechatronics or related engineering fields from any recognized Institute. Must have at least 2nd division / class/ CGPA 3 out of 5 or 2.5 out of 4 in all the examinations.	Sufficient language skills in English and Bengali.
<b>Experience</b>	Knowledge in computer applications particularly Solidworks, MATLAB, MS Excel, and MS Word.	Up to date knowledge on lab equipment's.
<b>Job Related Skills and Capabilities</b>	Commitment to delivering high quality services.  Good organizational and management skills.	Evidence of successful external network.
<b>Interpersonal Skills</b>	Effective oral and written communication skills in both individual and group situations.	Supporting to less experienced colleagues.
<b>Other Requirements</b>	Willingness to travel abroad to undertake administrative and related activities related to the role.	NA

**Instructions**

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at [aj.masud@wub.edu.bd](mailto:aj.masud@wub.edu.bd). An online application forms must be filled from <http://jobs.wub.edu.bd>