



DEPARTMENT OF TEXTILE ENGINEERING

JOB DESCRIPTION & PERSON SPECIFICATION FOR LAB ASSISTANT

1. JOB INFORMATION

Post Title: **LAB ASSISTANT OF TEXTILE ENGINEERING**
Mode: **Full Time**
Ref No: **WUB/HR/Lab_Asst._TE/2026(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.

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 equipment's.

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

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Diploma in Apparel /Garments/Sewing/Pattern Making/Fashion or relevant experience from any recognized Institute. Must have at least 2 nd division / class/ CGPA 3 out of 5 or 2.5 out of 4 in all the examinations.	Sufficient language skills in English and Bengali.
Experience	Knowledge in computer applications.	Up to date knowledge on lab equipment's.
Job Related Skills and Capabilities	Commitment to delivering high quality services. Good organizational and management skills.	Evidence of successful external network.
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations.	Supporting to less experienced colleagues.
Other Requirements	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. An online application forms must be filled from <http://jobs.wub.edu.bd>

Date of Advertisement: 07.05.2026

Closing Date: 13.05.2026