

**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING (CSE)**  
**JOB DESCRIPTION & PERSON SPECIFICATION FOR LAB ASSISTANT**

**JOB INFORMATION**

**Post Title:** LAB ASSISTANT – DEPARTMENT OF CSE

**Mode:** Full Time

**Ref No:** WUB/HR/CSE/Lab\_Assistant/2026(001)

**JOB DESCRIPTION**

**Main Duties and Responsibilities**

- Provide technical support for the smooth operation of CSE departmental laboratories during classes, practical sessions, projects, and other academic activities.
- Install, assemble, configure, maintain, and repair desktop computers, peripherals, and related laboratory equipment.
- Diagnose and troubleshoot computer hardware, software, operating system, and basic network-related problems; resolve issues or report them to the appropriate authority.
- Ensure that laboratory computers, accessories, software, and other resources are properly maintained, organized, and efficiently utilized.
- Prepare laboratory equipment and computer systems before practical classes and assist faculty members and students with technical issues during laboratory sessions.
- Maintain records of laboratory equipment, inventory, software, repairs, maintenance activities, and reported technical issues.
- Assist with the installation and updating of operating systems, drivers, authorized software, antivirus tools, and other required applications.
- Support basic LAN and internet connectivity, peripheral configuration, and routine network troubleshooting within the laboratory.
- Monitor the condition of laboratory equipment and report damaged, missing, or malfunctioning items and any requirement for replacement or repair.
- Follow university policies on equipment use, software licensing, data security, and laboratory access; maintain confidentiality of institutional information.
- Ensure that laboratory safety, cleanliness, and equipment-handling procedures are followed.
- Carry out other related duties as assigned by the Department Head, faculty members, or appropriate university authority, with proper reporting.

**Supervision Given**

Students and other laboratory users as appropriate, in coordination with the Department and faculty members.

**Salary:** 17,000 – 22,000 Taka

**PERSON SPECIFICATION FOR LAB ASSISTANT**

| ATTRIBUTES                                 | ESSENTIAL                                                                                                                                                                | DESIRABLE                                                                                                    |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Education / Qualifications</b>          | Diploma in Computer Science and Engineering (CSE) or a closely related discipline.                                                                                       | Additional training or certification in computer hardware, networking, or IT support.                        |
| <b>Experience</b>                          | Practical knowledge of computer hardware, assembling, maintenance, and troubleshooting.                                                                                  | Relevant experience in a computer laboratory, IT support, hardware servicing, or a similar role.             |
| <b>Job-Related Skills and Capabilities</b> | Ability to diagnose hardware and software issues; install and configure operating systems and applications; and perform basic networking and peripheral troubleshooting. | Knowledge of inventory control, preventive maintenance, system imaging, and laboratory equipment management. |
| <b>Interpersonal Skills</b>                | Good oral and written communication skills; ability to assist students and faculty members and work collaboratively with colleagues.                                     | Ability to support less experienced users and explain technical matters clearly.                             |
| <b>Other Requirements</b>                  | Commitment to reliable service, responsible equipment handling, data confidentiality, and compliance with university policies.                                           | Willingness to learn new technologies and undertake relevant training as required.                           |

**Instructions**

For further information, please contact the HR Division of World University of Bangladesh. Applicants must complete the online application form at <http://jobs.wub.edu.bd>.

**Contact Person:** Pronab Roy, Senior Assistant Registrar (HR), Email: [Pronab.roy@wub.edu.bd](mailto:Pronab.roy@wub.edu.bd)

**Date of Advertisement:** October 14, 2026

**Closing Date:** October 22, 2026