



# Birla Institute of Technology & Science, Pilani

## Dubai Campus

### JOB DESCRIPTION

<b>Position Title</b>	Lab Instructor (LI)
<b>Designation Level</b>	Lab Instructor
<b>Reporting to</b>	Head – Department of Computer Science
<b>Department/Division</b>	Computer Science
<b>No. of Positions</b>	1

### About BITS-Pilani Dubai Campus (<https://www.bits-pilani.ac.in/dubai/>)

BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering and technology education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and Far East.

BPDC is approved by University Grants Commission and Ministry of Human Resource Development, Government of India and is permitted by the Knowledge and Human Development Authority (KHDA), Government of Dubai. BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India.

BPDC offers B.E, M.E., M.B.A. and Ph.D. programmes in various engineering and allied disciplines, with nearly 1500 students from over 20 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 400 companies, facilitates industry attachment for students in preparation for future careers.

### BPDC as a preferred workplace

BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.

### POSITION SUMMARY

<ul style="list-style-type: none"><li><input type="checkbox"/> Supports faculty and students within the Computer Science lab areas by maintaining the BPDC's laboratories.</li><li><input type="checkbox"/> Includes the installation, demonstration, maintenance and trouble-shooting of equipment and facilities.</li><li><input type="checkbox"/> Hands-on role working closely with faculty and students in the lab.</li><li><input type="checkbox"/> Sets up the lab in preparation for experiments.</li></ul>
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## **POSITION RESPONSIBILITIES AND ACCOUNTABILITIES**

- Applies knowledge of Computer Science and scientific laboratory procedures and techniques in performing a broad range of duties related to the day-to-day operations of Computer Science laboratories; which includes the preparation of media, supplies, materials, and equipment; maintenance of equipment and facilities; store-keeping functions; and proper and safe use of equipment and materials.
- Assist with the development of laboratory curriculum
- Assist with selection of laboratory manuals and supplementary materials
- Maintain attendance records
- Maintains a schedule of preventative maintenance for all equipment and keeps adequate manuals and maintenance logs for equipment and parts, to include implementation of all applicable state and federal safety standards
- Observes and reinforces safety and housekeeping procedures and protocol within the lab
- Recommends solutions to continuously improve lab operations
- Controls the distribution of consumable materials and ensures adequate inventory levels for supplies within the lab
- Receives, installs, maintains and assists with ordering of lab equipment and supplies
- Demonstrates the use of equipment within the lab
- Provides teaching assistance to Faculty during laboratory sessions
- Supports faculty and students in the design, planning and execution of student projects as required
- Performs teaching duties as required

## **INSTITUTIONAL RESPONSIBILITIES AND ACCOUNTABILITIES**

- Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct.
- Work in accordance with BPDC's policies and procedures including following safe work practices for self and others.
- Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour.
- Actively engage in and embrace professional development opportunities
- Undertake any reasonable tasks as directed.

## QUALIFICATIONS AND SKILLS

### Essential:

- B.E. in Computer Science from recognized university.
- A Master's Degree in relevant discipline is desirable
- Minimum of 3 years' experience in an academic environment.
- Experience in MIPS Architecture and Assembly Language Programming using QtSpim, Compiler Construction tools: lex and yacc under LINUX, Computer Networks: basic commands, TCP/IP, UDP, network simulator, packet analyzer, SQL, JAVA, C
- Strong interpersonal skills, the ability to liaise with faculty and students and be professional, courteous, discreet and diplomatic at all times.

- Excellent written and verbal communication skills.
- Efficient and effective administrative, time management and organisational skills, including strong attention to detail.
- Proficiency in MS Office and use of databases, internet related computer applications, and data entry.
- Demonstrated initiative with a flexible, can do attitude.
- Willingness to learn and keep skills and product knowledge up-to-date.
- Demonstrated ability to prioritize work and complete tasks within agreed timeframes.
- Proven ability to manage issues of security and quality assurance.
- Responsive to changing needs of the business.
- Proven ability to learn new processes and procedures quickly.
- Ability to maintain the security of confidential information and records.

### Desirable:

- Proven ability to work as part of a team in the achievement of business objectives.
- Commitment to continuous improvement and best practice principles.

## REMUNERATION

Commensurate with qualifications and experience

Interested candidates meeting the above qualifications and experience must apply online at <https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai> by **June 10, 2024**. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.