

Job Description

Job Title: Lab Technician (Centre of Information & Technology Management-CITM)

Position Reports to: Head of Centre (CITM)

Main Purpose

Assists the System Analysts in configuring, managing and troubleshooting the computer systems and other activities. Facilitating CITM laboratories to different departments/schools to conduct various events (like online placement and entrance exam activities, SRS, technical fest etc.) and he/she will be responsible for the maintains & upkeep of all lab PC/equipment and keep them in working order.

Qualification:	Diploma or Graduation Degree
Experience	Any experience as Lab Technician is an added advantage.

DUTIES/RESPONSIBILITIES OF LAB TECHNICIAN

- Installing, upgrading and configuring new hardware, peripherals and software.
- Must have networking knowledge like LAN, IPs and DNS.
- Knowledge of L1 network support adds advantage.
- Should have knowledge of PC and desktop applications like Office.
- Assists in lab classes, online placement and admission entrance exam activities, National Workshops, Student Reaction Survey, Grading, Quiz, Assignments, Short-Term Training Program.
- Troubleshooting of Technical queries of Faculty/Students/Staff and helping CITM to deliver services to the users.
- Should be open to work in flexible hours i.e. outside office hours and Saturday/Sunday.
- Write and maintain system/office documentation.
- To look after all software and their related manual.
- To maintain and upkeep all lab equipment.
- To maintain equipment logbook and keep the equipment in working order.
- To maintain in entry/exit register in the Lab.
- Any other duty assigned by lab lab-in-charge/system Analyst/HOC.
- Any other activity deemed necessary to run the labs smoothly.

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send CVs by email (amandeep.dhot@thapar.edu) positively by **5th Sept 2022**. Kindly mention the position in subject of email while applying.