Department of Electrical & Computer Engineering
North South University

VACANCY:
Part-Time ECE Assistant Lab Officer for Summer 2025

The Department of Electrical and Computer Engineering is currently accepting applications for the position of Part-Time Assistant Lab Officer, serving 20 hours/week.

Responsibilities:
1. Attending throughout the Lab session.
2. Delivering the components required for the experiment to the group representatives.
3. Maintaining proper documentation while delivering and receiving components to the group.
4. Checking the devices and measurement tools that have been reported by student/lab instructor/faculty as damaged.
5. Helping in any auditing process of laboratory components.
6. Preparing a compiled list of the available tools/components.
7. Helping in preparing a memo for purchasing new items.
8. Supporting in the setup of a hardware laboratory.
9. Supporting ECE department in the laboratory related activities.

Application Deadline: Wednesday, 7th May 2025, 3:00 PM

Minimum Eligibility:
- B.Sc. in Electrical and Electronic Engineering,
- CGPA of 3.00 or above (scale of 4.00)

Submission Instructions:
- Attach the following documents :
  1)A complete CV with a passport size color photograph
  2) All Academic Certificates and Transcripts.
- Submit the complete application package in a single envelope. On the top of the envelope, write: ***Subject: Part-Time Assistant Lab Officer – Summer 2025***
- Submit the Hard Copy to the Department secretary:
  Sazzad Chowdhury, Room: SAC-943, Dept of ECE

Application Deadline: Wednesday, 7th May 2025, 3:00 PM
Only Shortlisted applicants will be contacted.
If you have any question, please contact:
Sazzad Chowdhury, Department Secretary, Room: SAC 943, Tel: +8802 55668200, Ext: 1530

Late submissions will not be accepted. Applicants must submit hard copies of the application package.

28.04.25

Dr. Mohammad Abdul Matin
Professor & Chairman
Department of Electrical & Computer Engineering
North South University