



## **Job Announcement**

**Position Title:** Full Time Laboratory Assistant of Information Technology  
**Duty Station:** Kabul  
**Reports To:** Chair of the Division of Science, Technology and Mathematics  
**No. of Position:** 1 Position

### **AUAF Background:**

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

The Division of Science, Technology and Mathematics is seeking qualified candidates to fill the position of Laboratory Assistant in the area of Information Technology.

### **Duties and Responsibilities:**

- Keeping Software and hardware inventory of the two computer labs under the Division's responsibility containing 48 unit of PCs.
- Installing software as per requirements, working closely with university departments
- Making sure that anti-virus is running, the OS or any other program is not corrupted, and ensuring that the required software is running appropriately
- Checking computers for software or hardware faults on weekly basis.
- Sharing and coordinating issues if any with different departments such as IT Support, Facilities, etc.
- Installation, administration, and maintenance of Moodle, the adopted open source Learning Management System by AUAF.
- Creating accounts in Moodle for new students.
- Uploading questions to Moodle.
- Lead on Math and IT placement exams, which take place usually twice a year.
- Generating reports for the Chair of division as required
- Assisting students during class as required by the Information Technology faculty
- Assisting students who visit the labs in their study time and who need Information Technology assistance
- Running regular Information Technology Instruction Sessions for students

- Tutoring students if any introduced by the faculty.
- Any other task assigned by the Chair of the Division as reasonably required.

**Essential Qualifications:**

- Bachelor degree in computer science or information technology
- Minimum 2 years technical experience in IT field
- Knowledge of Moodle and other Learning Systems such as Canvas.
- Excellent oral and written English skills.

**Submission Guideline:**

Applicants must submit their resume and cover letter in one document to [nationaljobs@auaf.edu.af](mailto:nationaljobs@auaf.edu.af) Applications are accepted in English only. Please include "**Full Time Laboratory Assistant of Information Technology**" in the subject line of your email.

**Application Deadline:**

All applications must be submitted on or before Apr 18, 2019. After reviews of the applications, formal interviews for the finalists will be set up in the AUAF campus.