



## Job Announcement

**Position Title:** IT LAB Technician  
**Duty Station:** Kabul  
**Reports To:** Chair of the Division of Science, Technology and Mathematics  
**No. of Position:** 1 Position  
**Vacancy Number:** AF-72-2021  
**Position Announcement close date:** April 29, 2021

### AUAF Background:

Founded in 2006, the American University of Afghanistan (AUAF) is a private, non-profit nationally-accredited university offering an American-style liberal arts education. We are a dynamic university with a student population of over 1000 students. The Division of Science, Technology and Mathematics (STM) offers Bachelor Degree in Information Technology and provides courses in Science, Mathematics, Statistics and IT to students of all other divisions and departments.

### Job Summary

The STM Division is accepting applications for IT LAB Technician. Applicants with previous experience are welcome to apply. As the language of instruction at AUAF is English, all candidates must have excellent English language communication skills. This is a contractual full-time position for one or two years. It is renewable upon mutual agreement.

### Description of Job Duties and Responsibilities

- Keeping software and hardware inventory of the three STM computer labs containing 72 PC units
- Installing software as per requirements working closely with university IT Support Services
- 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 a weekly basis
- Sharing and coordinating issues if any with different departments such as IT Support Services
- Installation, administration and maintenance of Moodle that is the adopted Open Source Learning Management System by AUAF
- Creating accounts in Moodle for new students
- Uploading questions to Moodle
- Leading on Math and IT placement tests which take place usually twice a year
- Assisting students during class as required by the IT faculty
- Assisting students who visit the computer labs during their study time
- Running regular IT instruction sessions for students
- Tutoring student at the IT Tutoring Center
- Supporting the division in the preparation of events from the collection of required data to the creation of marketing materials, booklets, announcements and posters
- Generating reports for the Chair of the division if requested
- Attending division meetings
- Organizing meetings and taking minutes as required
- Contributing to the overall well-being and development of the division and university

- Any other task assigned by the Chair of the division as reasonably requested

#### **Required Qualifications and Experience**

- Bachelor Degree in Computer Science or IT, Master Degree is preferred
- Minimum 4 years technical experience in the IT field
- Knowledge of Moodle and other Learning Systems such as Canvas
- Experience in Programming
- Fluency in written and spoken English is essential
- Experience in teaching at liberal arts universities to students across majors is preferred

#### **Required Knowledge, Skills, and Abilities**

- Practical experience with PC and OS support troubleshooting and implementation
- Strong troubleshooting and problem-solving skills
- Computer literacy and ability to integrate technology in workplace
- Strong verbal and written communication skills and a demonstrated competency to interact with people at all levels of the university
- Good customer service and organizational skills
- The ability to work effectively as part of a team in a multi-cultural environment
- The ability to cope with pressure in a positive manner while working to deadlines within a busy and demanding environment
- A demonstrated willingness to engage in professional development activities in order to improve current skills and acquire new skills, and to adapt to the evolving needs of the university

#### **To Apply**

To apply, please send as a single PDF document: a cover letter, curriculum vitae (CV) and contact information for three references to [nationaljobs@auaf.edu.af](mailto:nationaljobs@auaf.edu.af) Review of applications will begin immediately and will continue until the position is filled. Please, include **AF-N-72-2021- IT Lab Technician** in the subject line of the email, otherwise, the application will not be considered. Applications in languages other than English will not be reviewed. Please be advised that only shortlisted candidates will be contacted. A written test or example of work may be used as a form of screening.

If shortlisted, the applicant is expected to provide official proof of academic degrees (transcripts sent from the degree-granting school directly to AUAF).

AUAF does not charge recruitment fees to applicants.

AUAF is an equal opportunity employer that values diversity at all levels. AUAF follows a strict non-discriminatory policy in its selection and employment practices. All applicants will receive equal consideration and applicants from all ethnic, religious and economic backgrounds are encouraged to apply.