IVS

CAREER OPENINGS

Textile Department
Computer Lab Assistant

The Indus Valley School of Art and Architecture is a premier, degree-awarding institution in Karachi, Pakistan that provides education in art, design and architecture. IVS invites applications from eligible candidates for a Computer Lab Assistant position in our Textile Resource Centre to join our team. This is a contractual position and the role is integral to maintaining the high standards of administrative services at IVS, supporting the needs of students, faculty, and staff.

Core Responsibilities:

- Assist instructors during classes by setting up equipment, managing digital tools, and providing technical support.
- Facilitate student learning by offering guidance and troubleshooting issues related to lab resources and software.
- Regularly inspect and maintain hardware and software to ensure optimal performance.
- Quickly address technical issues and coordinate necessary repairs or updates.
- Organize and manage the TRC archives, ensuring all documents and digital resources are accurately labeled and organized.
- Create and manage content for the departmental Instagram page.
- Enforce lab rules to maintain a safe and productive environment.

Qualifications:

- Minimum Bachelor's degree in IT, Computer Science, or a related field from an HEC-recognized institution.
- 1-2 years of experience in technical support, classroom assistance, hardware/software maintenance, archiving, and social media/content creation.

Required Skills:

- Strong technical skills with digital tools and software.
- Good communication and interpersonal skills.
- Familiarity with lab resources, and software applications.
- Experience in content creation and social media management.

Applications can be submitted electronically at hr@ivs.edu.pk with the position mentioned in the subject line by Monday, 14th October 2024. Only shortlisted candidates will be invited for interviews.