Vacancy Announcement

Job title: **Computer lab Assistant**
Job Type: On Campus (Part-time)
Location: Lincoln University Computer lab (3ʳᵈ floor).

Duties and Responsibilities:
- Monitoring and maintaining computer systems and networks inside the computer lab.
- Communicating with the staff and the student to resolve their queries regarding to technical issues. Dealing with new user accounts, profiles, password issues and reset it if required.
- Responds to telephone calls, emails and personnel requests for technical support.
- Troubleshooting system and network problems to diagnosis the hardware and software.
- Replacing parts and able to lift at least 40 pound (if required).
- Experience in windows environment basically windows 7, 10 & Mac
- Wide knowledge of Microsoft product.
- Ability to work well in team, Problem solving skills, self-motivated, Strong customer focus and ability to priorities your workload.
- Proficient in graphic designing and able to use different graphics software like Adobe Product, HTML, CSS, Java, Corel draw, WordPress etc. (**will be given priority**)

Qualifications:
- BA or MBA (preferred MIS student)

The above qualification is not always required for this job but if the candidate has the above subjects or knowledge then it will be a valuable asset for candidate and the organization.

Qualified candidates are encouraged to apply, please do send your resume and a cover letter to master@lincolnuca.edu.

Lincoln University Computer lab deserves right to discontinue application without prior notice and only short-listed candidates are called for the assessment and interview.

Lincoln University is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.