

Brac University (BracU)
Job Description

Job Title: Lab Officer

Position Purpose

Lab maintenance and assisting course teachers in conducting lab classes.

Organizational Relationships

Position Type: Regular/Contractual

Reporting to: Dean, School of Pharmacy

Hours of Work: 40 hours per week. Must return to duty whenever needed.

Functional Relationships:

Internal Contacts: Students, Faculty, Staff, Deans

External Contacts: External stakeholders

1.0 Key Accountabilities

Specific Duties & Responsibilities

- 1.1.1 Assurance of lab safety and cleanliness
- 1.1.2 Implementation of compliance
- 1.1.3 Proper labeling and storing of chemicals and reagents
- 1.1.4 Maintenance of instruments, equipment e.g timely calibration etc.
- 1.1.5 Assist in conducting lab classes and experiments
- 1.1.6 Lab inventory management

1.2 General Duties & Responsibilities

- 1.2.1 **Administrative Duties** relating to all matters that the membership of a University entails, including cross institutional wide activities.
- 1.2.2 **General Responsibility** to undertake all other duties as directed by the supervisor.

1.3 Qualifications

- Good academic credentials
- Master's degree will be preferred

1.4 Knowledge, Skills and Aptitudes

- 1.4.1 Experience
- 1.4.2 Strong interpersonal skills and are adept at building relationships with different stakeholders
- 1.4.3 Good verbal and written communication skills both in Bangla and English
- 1.4.4 Proficiency in MS Office and the use of Internet
- 1.4.5 Good organizational skills
- 1.4.6 Ability to work with a diverse group of colleagues is essential

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- 1.4.7 Experience of using initiative and creativity to resolve problems, identifying suitable solutions and opportunities for improvement
- 1.4.8 Methodical approach to work and high level of attention to detail
- 1.4.9 Flexible approach to work and positive response to changing requirements
- 1.4.10 Understanding of the importance of confidentiality
- 1.4.11 Ability to work collaboratively across departments and service areas

1.5 Other Duties

It is acknowledged and agreed that the changing needs of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the Employment Contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties' intentions at the time of the offer of the job and acceptance of the offer.

1.6 Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

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Name:

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Date