



TECHNICAL ASST / LAB ASST

Computer Department

Job Responsibilities:

- Support computer lab operations. Support faculty and students to use computer software and hardware. Extend appropriate procedures, respond to queries and document resolution of repetitive issues.
- Present on software packages and applications and develop lab templates. Respond to queries and introduce students to use of computers and peripheral equipment. Develop records of students involved in computerized instructional support. Manage laboratory software, test materials and hardware to ensure security. Handle lab equipment to clean keyboards, monitors and disk drives. Watch lab occupants while entering and leaving the lab to secure equipment.
- Ensure proper treatment and authorized removal of equipments. Log equipment damage and malfunctions. Capture statistical reporting information. Offer access to reference manuals and other information to users.
- Extend assistance towards computers and printers' support. Clean, review and handle minor equipment maintenance to assure its operational condition.

Salary

As per norms

Benefits & Perks

Provident Fund, ESI, Insurance...

Job Type

Full-time. Regular / Permanent.

Please forward your resume to : hrd@grgeducation.com