

Job vacancy position

Position	Laboratory Specialist
Field of interest	Civil Engineering
Institution	Epoka University
Employment	Full-time
Responsibilities	<ol style="list-style-type: none"> 1. Maintain the CE laboratory equipment and facilities; 2. Assist undergraduate and graduate students during the lab sessions; 3. Demonstrate and supervise the use of civil engineering laboratory equipment to students; 4. Assist undergraduate and graduate students with their projects for their “Graduation Projects” and “Master Thesis”; 5. Supervise the preparation, fabrication and testing of various components for teaching and research projects in civil engineering laboratory; 6. Support the laboratory instructors and researchers and focus on the critical issues in the laboratories operations and safety; 7. Monitor the safety procedures for the CE laboratory; 8. Work cooperatively with others to meet the changing requirements within the Department and Faculty, which may include additional duties and responsibilities; 9. Deal with third parties related with the maintenance and required document for the CE laboratory; 10. Dealing with necessary documentations regarding accreditation, licensing of the laboratory. 11. Promoting utilization of laboratory testing. 12. Follow up the cleaning and maintenance of the Laboratory.
Requirements	<p>The candidates are expected to:</p> <ol style="list-style-type: none"> 1. Have a Bachelor in Civil Engineering or equivalent diploma in an area related to the primary responsibilities or a certificate of completion from an accredited Civil Engineering Technology. 2. Understanding of civil engineering terminology, laboratory process and typical equipment. 3. Demonstrated experience in civil engineering design and construction practices.

	<ol style="list-style-type: none"> 4. Knowledge of standards and testing procedures. 5. Ability to use technical laboratory equipment. 6. Ability to solve complex technical problems. 7. Good knowledge of spoken and written English 8. Basic knowledge of Word and Excel to create and format documents and spreadsheets and ability to learn and adapt to new software as the need arises. 9. Physical ability to crawl, crouch and climb on a regular basis and to maintain laboratory equipment and facilities.
Application deadline	October 14, 2017
Beginning of employment	2017-2018 academic year, Fall semester
Contacts	Applicants should submit a CV in English at the address hr@epoka.edu.al with the subject written as: Job Vacancy_LabCE_Name Surname