Job Title: Programmer

School: Computer Science and Engineering (CSE) Department

Reports to: Faculty Lead

Location: BGU Campus

Position Summary:

The Programmer in the CSE Lab is responsible for developing, maintaining, and supporting software applications, tools, and systems that are used within the lab environment for educational and research purposes. The programmer will assist faculty and students by providing technical support, writing custom code for projects, maintaining lab systems, and ensuring that software and hardware work seamlessly together. This role involves working on a variety of programming tasks, including developing software tools, conducting system updates, and supporting research projects.

Key Responsibilities:

Software Development & Maintenance:

- Develop, test, and maintain custom software applications within the CSE Lab for academic and research purposes.
- Write clean, efficient, and well-documented code for various lab-related projects and assignments.
- Update, debug, and enhance existing software systems and tools used by faculty and students.
- Assist faculty and researchers by developing or adapting software for research prototypes, simulations, and data analysis.
- Provide coding support for students working on academic projects, assignments, or research-related tasks.

System Administration & Support:

- Maintain and support the lab's hardware and software systems, ensuring that all tools are up-to-date and functioning properly.
- Configure and deploy software updates, patches, and new applications for the lab environment.

- Troubleshoot hardware and software issues reported by students or faculty and provide timely resolutions.
- Support the lab's computing infrastructure, including server management, databases, and networks, where applicable.

Technical Assistance & Collaboration:

- Provide technical support to students and faculty using lab systems, answering questions and solving programming issues.
- Assist with the setup and configuration of new software tools or systems to meet the needs of specific courses or research projects.
- Collaborate with faculty and researchers to develop programming solutions for academic projects, assignments, or experiments.
- Offer training or documentation to students and staff on the use of new or existing software tools.

Research & Development:

- Participate in research projects, assisting with software and system development for academic purposes.
- Support faculty and students in research by contributing programming expertise to create new tools or software solutions.
- Stay up-to-date with emerging technologies and best practices in software development, applying new techniques or tools to improve lab systems.

Documentation & Reporting:

- Maintain accurate records of software development, system configurations, and other technical activities in the lab.
- Document software solutions and user guides to ensure smooth operation and ease of use for students and faculty.
- Report issues with software or hardware to the lab manager or IT support staff for further investigation and resolution.

Education:

- Bachelor's degree in Computer Science, Computer Engineering, Information Technology, or a related field.
- A Master's degree in a relevant field or relevant certifications in software development and programming is a plus.

Experience:

- At least 5 years of programming experience, preferably in an academic or research lab environment.
- Experience with multiple programming languages (e.g., Python, Java, C++, JavaScript) and familiarity with web development tools (e.g., HTML, CSS, JavaScript).
- Experience working with operating systems commonly used in academic labs (e.g., Linux, Windows, MacOS).
- Familiarity with database management systems (e.g., MySQL, PostgreSQL, MongoDB) and version control tools (e.g., Git).

Skills & Competencies:

- Strong knowledge of algorithms, data structures, and software engineering principles.
- Ability to write clean, maintainable, and well-documented code.
- Strong troubleshooting and problem-solving skills in a programming or systems context.
- Experience with both back-end and front-end development.
- Proficiency in the use of integrated development environments (IDEs) and other software development tools.
- Strong communication skills, both written and verbal, for working with students and faculty.
- Familiarity with virtualized environments, cloud computing platforms, or distributed computing is a plus.

Personal Attributes:

- Detail-oriented and committed to high-quality software development.
- Able to work independently and as part of a team in a dynamic academic environment.
- Patient and approachable with students and faculty, offering help and guidance when needed.
- Strong time management skills with the ability to handle multiple projects simultaneously.
- Eager to learn and apply new technologies to improve lab operations and student learning experiences.

Work Conditions:

- Full-time or part-time position depending on the university's needs and lab schedule.
- Work may involve occasional evening or weekend hours to support lab activities or deadlines.
- Position may require physical presence in the lab to manage systems and provide technical assistance.
- The programmer may need to interact with both undergraduate and graduate students and support faculty research projects.

Job Description: Program Manager

Job Title: Program Manager

Department: Any individual School

Reports to: Head of the School

Location: BGU Campus

Position Summary:

The Timetable Coordinator is responsible for the creation, management, and maintenance of the academic timetable for an individual school or faculty within the university. This role ensures that course schedules, classroom assignments, and faculty availability are efficiently coordinated to facilitate smooth academic operations. The Timetable Coordinator works closely with faculty, staff, and students to ensure that scheduling is accurate, feasible, and meets the needs of all stakeholders.

Key Responsibilities:

Timetable Planning & Creation:

- Develop and manage the academic timetable for courses, ensuring all classes, labs, seminars, and other academic activities are scheduled appropriately.
- Collaborate with faculty members to gather teaching preferences, availability, and course requirements.
- Align course schedules with faculty availability and student needs while considering room capacity and resources.
- Ensure that all courses are scheduled in compliance with university policies, academic calendars, and any specific requirements for the school/department.
- Coordinate the inclusion of exams, make-up classes, and special academic sessions into the timetable.

Room and Resource Allocation:

- Allocate classrooms and other facilities based on course requirements (e.g., lecture halls, seminar rooms, labs, etc.).
- Ensure that rooms are equipped with the necessary resources (e.g., audiovisual equipment, IT support) and that any special requirements (e.g., disability access) are considered.
- Monitor classroom utilization to avoid conflicts, double bookings, and ensure efficient use of resources.

Communication & Coordination:

- Serve as the main point of contact for faculty, staff, and students regarding timetable inquiries, changes, and conflicts.
- Communicate timetable changes or updates to all relevant parties in a timely manner, including faculty, students, and academic administration.
- Work closely with the central timetabling office (if applicable) to ensure consistency with university-wide scheduling systems and standards.
- Assist students and faculty with specific requests or issues related to course scheduling, such as course swaps, make-up classes, or exam rescheduling.

Conflict Resolution & Troubleshooting:

- Address and resolve scheduling conflicts, such as overlapping courses, room availability issues, or faculty scheduling problems.
- Provide solutions for last-minute changes, such as when a faculty member is unavailable or a classroom is unexpectedly unavailable.
- Ensure that the timetable is flexible enough to accommodate unexpected changes, such as holidays, special events, or faculty leave.

Timetable Maintenance & Updates:

- Continuously review and adjust the timetable throughout the academic term to address any emerging issues, such as changes in student enrollment numbers or faculty availability.
- Make adjustments to the timetable during the semester in response to any disruptions, such as room renovations, public holidays, or unforeseen circumstances.
- Keep track of historical timetable data for future planning and adjustments.

Data Management & Reporting:

- Maintain accurate records of the timetable, including room allocations, course enrollments, and faculty schedules.
- Generate reports related to room usage, course scheduling efficiency, and any other timetable-related data for review by department heads or academic administration.
- Utilize timetable management software or other tools to track and optimize scheduling processes.

Adherence to Policies & Standards:

- Ensure the timetable complies with university policies, academic calendars, and department-specific guidelines.
- Stay informed about any changes to university regulations, course offerings, or other factors that may impact the timetable.
- Work with the university's central scheduling team (if applicable) to ensure the school's timetable aligns with broader university-wide scheduling policies.

Qualifications:

Education:

- Bachelor's degree or equivalent in a relevant field (e.g., Education, Administration, Business, or a related discipline).
- Additional training or certification in timetabling or project management (preferred but not required).

Experience:

- At least 5 years of experience in a similar timetabling or administrative role within a university or academic environment.
- Familiarity with academic scheduling software (e.g., Celcat, Syllabus Plus, or university-specific systems).
- Experience working in a higher education setting, particularly in coordination roles.

Skills & Competencies:

- Strong organizational and time management skills, with the ability to handle multiple tasks and deadlines.
- Excellent communication skills, both written and verbal, for interacting with faculty, students, and staff.
- Attention to detail and the ability to manage complex schedules involving multiple stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and scheduling software.
- Ability to troubleshoot and resolve scheduling issues in a timely and effective manner.
- Strong interpersonal skills and the ability to work well in a team environment.

Personal Attributes:

- Proactive, with the ability to anticipate problems and resolve issues independently.
- Adaptable and flexible to manage changes in the academic schedule or faculty availability.
- Strong problem-solving skills and the ability to remain calm under pressure.
- A customer-service-oriented approach, focusing on the needs of students and faculty.

Work Conditions:

- Full-time position with occasional evening and weekend work during peak periods, such as the beginning of the semester or during exam scheduling.
- Potential for remote work or flexible hours depending on the school's policies and technology tools available.
- May involve periodic collaboration with other departments and university-wide teams.

Job Description: MIS Executive

Position Title: MIS Executive
Department: Administration
Reporting To: Department Head

Key Responsibilities:

1. **Data Management:**
   o Manage and maintain the university's Management Information System (MIS) to ensure accurate and timely data availability.
   o Collect, compile, and analyze data from various departments for academic, administrative, and operational purposes.
   o Create and maintain databases for student records, faculty information, and other university-related data.
2. **Report Generation:**
   o Generate regular and ad-hoc reports for Students, faculty, and other stakeholders.
   o Provide data insights to assist in decision-making processes.
   o Ensure accuracy and completeness of reports by cross-checking data sources.
3. **System Maintenance:**
   o Ensure the proper functioning of MIS software and tools used within the university.
   o Coordinate with IT teams for troubleshooting and resolving system-related issues.
   o Assist in the development and implementation of new modules or features in the MIS.
4. **Process Improvement:**
   o Identify and recommend improvements in data collection, storage, and reporting processes.
   o Collaborate with various departments to streamline data workflows and enhance efficiency.
   o Implement automation techniques to reduce manual data handling.
5. **Compliance and Security:**
   o Ensure data security and confidentiality in compliance with university policies and applicable regulations.
   o Maintain backup systems and protocols to prevent data loss.
   o Monitor system access and usage to prevent unauthorized activities.
6. **Training and Support:**

- Provide training to university staff and faculty on using MIS tools and resources.
- Offer technical support to resolve user issues related to the MIS.
- Prepare user manuals and documentation for MIS functionalities.

Qualifications and Skills:

- Minimum qualification: Bachelor's degree in Computer Science, Information Technology, or a related field.
- Proven experience in MIS operations, preferably in an educational institution.
- Proficiency in database management, SQL, and reporting tools like Excel, Power BI, or Tableau.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Familiarity with ERP systems used in education (e.g., SAP, Tally, or similar) is a plus.

Additional Requirements:

- Ability to multitask and prioritize in a dynamic university environment.
- Commitment to accuracy and detail-oriented work.
- Willingness to adapt to new technologies and methodologies.

Compensation:

- As per University Norms

Job Description: University Nurse

Job Title: University Nurse

Department: Health Services / Student Affairs

Reports to: GM Campus

Location: University Campus

Position Summary:

The University Nurse is responsible for providing basic healthcare and wellness services to students, faculty, and staff at the university. The nurse ensures the health and well-being of the campus community through preventive care, treatment of minor injuries and illnesses, health education, and emergency response. The nurse works closely with the health services team to support students' physical and mental health, promote wellness, and address health-related issues in an academic setting.

Key Responsibilities:

Health Education & Promotion:

- Provide health education and counselling to students, faculty, and staff on nutrition, sexual health, stress management, substance abuse prevention, and mental health.
- Organize workshops, seminars, and informational campaigns to promote general wellness and healthy lifestyle choices within the campus community.
- Develop and distribute educational materials, such as brochures or online resources, to raise awareness about common health issues.
- Support mental health initiatives by identifying students who may benefit from counselling or mental health resources and making referrals as appropriate.

Emergency Response & Crisis Management:

- Respond to medical emergencies on campus, including accidents, injuries, and sudden illnesses, providing immediate treatment or stabilization.
- Assist in the planning and executing emergency preparedness drills and provide training to staff on first aid and emergency protocols.

- Collaborate with campus security and local healthcare providers (e.g., hospitals, clinics) to ensure a coordinated response in emergency situations.

Immunizations & Preventive Health:

- Administer required and recommended immunizations to students, faculty, and staff as per university policies and public health guidelines.
- Educate the campus community on the importance of vaccinations and preventive care.
- Monitor health trends and report any outbreaks of infectious diseases, such as flu or COVID-19, to relevant university authorities.

Administrative & Record-Keeping:

- Maintain confidential medical records for all students, faculty, and staff who receive care at the university health centre, following HIPAA and university confidentiality policies.
- Keep track of inventory and supplies for the health centre, ensuring all medical equipment, medications, and supplies are stocked and current.
- Complete and submit necessary reports on patient care, health trends, and service usage to university leadership or relevant authorities.
- Ensure compliance with health and safety regulations and university policies.

Qualifications:

Education:

- Bachelor's degree in Nursing (BSN) preferred.
- Certification in Basic Life Support (BLS) or Advanced Cardiovascular Life Support (ACLS) may be required.

Experience:

- At least 3 years of nursing experience, preferably in a clinical, school, or university setting.
- Experience with health education, wellness programs, and emergency response is a plus.

Skills & Competencies:

- Knowledge of common illnesses, injuries, and health conditions that affect young adults and university populations.
- Ability to perform medical assessments and administer treatments within the scope of nursing practice.
- Excellent communication skills, with the ability to interact effectively with students, faculty, and staff.
- Strong interpersonal skills and the ability to provide compassionate and empathetic care.
- Organizational and time management skills to prioritize and handle multiple tasks effectively.

Personal Attributes:

- Caring and empathetic, with a genuine interest in promoting the health and well-being of the university community.
- Ability to work independently and as part of a multidisciplinary team.
- Calm under pressure and able to respond effectively in emergency situations.
- Knowledgeable about current health issues, including public health concerns affecting young adults (e.g., mental health, substance use, sexual health).

Work Conditions:

- Full-time or part-time position depending on the university's needs.
- Work may involve occasional evening and weekend hours to accommodate students and staff with healthcare needs outside regular business hours.
- The nurse may need to work in a variety of settings across the campus, such as health clinics, classrooms, or events where medical support is required.
- Occasional travel may be required for training, professional development, or collaboration with off-campus health providers.

Job Description: Hostel Caretaker

Position Title: Hostel Caretaker
Department: Student Affairs/Hostel Management
Reporting To: Hostel Warden/Manager

Key Responsibilities:

1. **General Supervision:**
   o Ensure the safety, security, and well-being of all residents.
   o Maintain discipline within the hostel premises and enforce hostel rules and regulations.
   o Supervise and monitor the daily activities of hostel residents.
2. **Facility Management:**
   o Oversee the cleanliness and maintenance of hostel facilities, including rooms, common areas, bathrooms, and kitchens.
   o Report and coordinate repairs and maintenance with the relevant departments.
   o Ensure proper functioning of utilities like water, electricity, and internet.
3. **Resident Support:**
   o Act as the first point of contact for hostel residents regarding grievances, complaints, or emergencies.
   o Assist new residents with orientation and settling into the hostel.
   o Provide support during medical emergencies or other critical situations.
4. **Administrative Duties:**
   o Maintain accurate records of resident occupancy, complaints, and maintenance requests.
   o Assist in allocating rooms and ensure adherence to the allocation policies.
   o Conduct periodic room inspections to ensure cleanliness and rule compliance.
5. **Coordination and Communication:**
   o Liaise with the hostel warden, security staff, housekeeping staff, and other relevant personnel for smooth hostel operations.
   o Organize and participate in hostel activities and events to foster a sense of community.
   o Communicate important notices or updates to residents effectively.
6. **Emergency Management:**
   o Respond promptly to fire, medical issues, or safety concerns.
   o Coordinate evacuation procedures and ensure resident safety during emergencies.

Qualifications and Skills:

- Minimum qualification: [Specify, e.g., High School Diploma or Bachelor's Degree].
- Experience in hostel management or a similar role is preferred.
- Strong interpersonal and communication skills.
- Ability to handle stressful situations and resolve conflicts effectively.
- Basic knowledge of administrative tasks and record-keeping.
- Familiarity with safety and emergency protocols.

Additional Requirements:

- Must reside on the campus or be available on call for emergencies.
- Commitment to creating a safe and welcoming environment for students.

Compensation:

- As per University Norms

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Job Description of Drivers

Position Summary of Driver:

The University Driver is responsible for safely operating various vehicles, including Light Motor Vehicles (LMV), Heavy Motor Vehicles (HMV), and ambulances, to transport students, faculty, staff, and university equipment within and outside the campus. The driver will also ensure the vehicles are properly maintained, cleaned, and fuelled. In addition to regular transport duties, the driver will respond to emergencies, providing timely and safe transport in the case of medical emergencies or other urgent situations.

Key Responsibilities:

Driving & Transport Services:

- Safely drive LMVs, HMVs, and ambulances to transport students, staff, and faculty members to designated locations on and off-campus, including educational events, meetings, or trips.
- Operate vehicles for university-related errands, such as transporting equipment, supplies, or documents to different departments, offices, or external locations.
- Ensure timely arrival and departure of passengers and goods, following scheduled pick-up and drop-off times.

Emergency Medical Transport:

- Provide ambulance services for the transportation of students, staff, or visitors in case of medical emergencies, ensuring that the vehicle is equipped with essential medical supplies and ready for emergency response.
- Cooperate with university health services and emergency responders to ensure prompt transport to medical facilities when necessary.
- Follow all medical protocols when driving the ambulance, maintaining safety and patient care standards during transport.

Vehicle Maintenance & Safety:

- Perform routine inspections of vehicles to ensure they are in good working condition, including checking fuel, oil, water levels, tire pressure, and other mechanical aspects.

- Report any vehicle malfunctions or issues promptly to the transportation department for maintenance or repairs.
- Keep vehicles clean, both inside and out, ensuring they are presentable and comfortable for passengers.
- Ensure that all vehicles are stocked with necessary emergency equipment, including medical supplies in ambulances, and that they are compliant with safety regulations.

Documentation & Record-Keeping:

- Maintain accurate records of vehicle usage, including fuel consumption, maintenance schedules, and any incidents or accidents that occur.
- Log details of each trip, including mileage, time of departure and arrival, and any special instructions or incidents.
- Ensure compliance with university policies, local regulations, and licensing requirements for vehicle operations.

Traffic & Safety Compliance:

- Abide by all traffic laws and university policies regarding vehicle operation, including speed limits, parking, and road safety regulations.
- Ensure that all passengers follow safety protocols, including the use of seat belts and other safety measures during transport.
- Take appropriate action in case of accidents or breakdowns, ensuring safety and minimizing risks to passengers and other road users.

Special Assignments:

- Assist with the transportation of special cargo, equipment, or goods as required by the university, including research materials or other items that need safe transport.
- Provide occasional transportation services during university events, such as graduations, conferences, or off-campus workshops.

Qualifications:

Education:

- High school diploma or equivalent.
- Formal training in driving (e.g., driving school) or relevant courses in vehicle maintenance and safety (preferred but not required).

Experience:

- Minimum of 6 years of experience as a professional driver, preferably with experience driving LMVs, HMVs, and ambulances.
- Proven track record of safe driving with a clean driving record.
- Experience in emergency driving or operating an ambulance is a plus.

Skills & Competencies:

- Valid driving license with endorsements for LMV, HMV, and ambulance operations.
- Excellent knowledge of road safety rules, traffic regulations, and vehicle handling techniques.
- Ability to perform basic vehicle maintenance tasks, such as checking fluid levels, tire pressure, and ensuring proper functioning of emergency equipment.
- Strong communication skills for interacting with passengers and university staff.
- Ability to handle emergencies calmly and professionally, particularly in medical transport situations.
- Familiarity with the operation of emergency medical equipment (for ambulance transport).

Personal Attributes:

- Dependable, punctual, and professional.
- Patient, calm, and capable of managing stressful or emergency situations.
- Strong interpersonal skills with the ability to work effectively with a diverse group of individuals.
- Strong attention to detail and the ability to keep accurate records.
- Ability to work flexible hours, including weekends or evenings, as needed.

Work Conditions:

- Full-time position, with occasional weekend or evening shifts for special events or emergency transport.
- The role requires extended periods of sitting and the physical ability to handle emergency situations when required.
- May involve long-distance travel, both on-campus and off-campus, for university events or medical transport.
- May need to work in various weather conditions, depending on the nature of the job.