**Job Description - Research & Lab Assistant for Computer Science**

Department: Academic Affairs Report to: College Dean & Academic Affairs Director

**Responsibilities:**

1. Assist CS department chair in both research and CS lab;
2. Organize CS department related research activities;
3. Manage software and hardware in computer classrooms;
4. Maintain CS department labs in good stand to serve both academic and research need;
5. Assist students in the lab for various technical questions;
6. Prepare budget proposal for CS department/lab equipment;
7. Translate documents (including research proposal) from Chinese to English and vice versa;
8. Maintain and document CS department medias channels, including website, WeChat Public Account etc.;
9. Serve as a liaison with other university offices;
10. Undertake other assigned tasks.

**Qualification:**

**Required:**

1. A Master degree in Computer Science;
2. Some skills in Java/Python, and mobile software development;
3. Good communication skills in both Chinese and English;
4. Responsible and has good work ethics.

**Preferred：**

1. Related working experience is preferred.