

JOB DESCRIPTION

Job Title	Computer Science Lab/Teaching Assistant (BSc level)
Faculty	Engineering & IT
Reporting To	Programme Coordinator

ORGANISATIONAL CONTEXT

The British University in Dubai (BUiD) was established in 2003 by decree signed by His Highness Sheikh Mohammed bin Rashid al Maktoum, Ruler of Dubai. BUiD evolved in collaboration with United Kingdom universities and is currently partnered with the prestigious Universities of Manchester, Edinburgh, and Glasgow). BUiD operates on a not-for-profit basis, and aims to contribute to knowledge development, technological innovation and socio-economic progress in the UAE and beyond.

Position Summary

BUiD is seeking a dedicated Lab/Teaching Assistant to support the delivery of undergraduate computer science courses that adhere to ABET accreditation standards. The successful candidate will provide instructional assistance to faculty, facilitate lab sessions, assist with grading, and support students in developing foundational and advanced computing skills.

Key Responsibilities:

1. Lab Session Support

- Prepare and set up lab environments (software and hardware) prior to each lab session.
- Demonstrate proper use of tools, programming environments, and lab equipment.
- Guide students through lab exercises, clarify instructions, and provide real-time troubleshooting assistance.

2. Instructional Assistance

- Assist faculty members with in-class activities, such as supervising group work or answering student queries.
- Provide supplemental explanations of theoretical concepts and practical applications, ensuring alignment with course learning outcomes.
- Conduct review sessions and study groups to reinforce lecture content and help students grasp challenging topics.

3. Grading and Assessment

- Evaluate student assignments, lab reports, and programming projects according to course rubrics and ABET-defined learning outcomes.
- Offer constructive feedback to students, highlighting strengths and areas for improvement.
- Maintain accurate and timely records of grades, adhering to institutional privacy and data security protocols.

4. Student Support and Mentoring

- Provide one-on-one or small group guidance, addressing student questions on course material, programming languages, data structures, algorithms, and software engineering practices.
- Assist students in developing problem-solving strategies and best practices for coding, debugging, and documentation.
- Encourage critical thinking, creativity, and academic integrity in line with ABET professional and ethical responsibilities.

5. Course Material Enhancement

- Collaborate with faculty to update and refine lab exercises, assignment instructions, and supplementary resources.
- Help incorporate new tools, languages, or frameworks that align with industry trends and program goals.
- Suggest improvements to course materials and lab setups based on student feedback and personal observations.

6. Administrative Duties

- Keep lab equipment and software licenses up to date, coordinating with technical staff as needed.
- Attend regular meetings with instructors to discuss course progress, student performance, and lab scheduling.
- Uphold academic and safety regulations to ensure a productive, inclusive, and secure learning environment.

Qualifications:

- Education:
 - A Bachelor's degree in Computer Science or a closely related field; a relevant master's degree is preferred.
 - Demonstrated competency in core computer science areas (e.g., programming, algorithms, data structures, computer organization, software engineering), ideally consistent with ABET-accredited CS programs.
- Technical Skills:
 - Proficient in a range of programming languages commonly used in the undergraduate curriculum (e.g., Python, C++, Java).
 - Familiarity with version control tools (e.g., Git), integrated development environments (IDEs), and relevant operating systems (Linux, Windows, macOS).
 - Hands-on experience with debugging tools, compilers, and testing frameworks.

- Teaching and Communication Skills:
 - Strong interpersonal, verbal, and written communication skills, suitable for guiding diverse groups of students.
 - Ability to explain complex technical concepts in an accessible, student-friendly manner.
 - Prior tutoring or teaching experience is an advantage.
- Professional and Ethical Standards:
 - Understanding of professional, ethical, legal, security, and social responsibilities in computing, as highlighted by ABET criteria.
 - Commitment to maintaining confidentiality and privacy of student records and sensitive course information.
- Organizational Abilities:
 - Strong time management and multitasking skills to handle multiple lab sessions, grading responsibilities, and administrative tasks.
 - Detail-oriented approach to maintaining course documentation and lab resources.

Preferred Attributes:

- A passion for mentoring and supporting student learning.
 - Familiarity with common computer science curriculum structures at ABET-accredited institutions.
 - Desire to stay updated on emerging technologies and educational methodologies in computer science.
 - Industry work experience in programming.
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Application Deadline: **Saturday, 20 April 2025**

Submit Applications to: **careers@buid.ac.ae**

Only shortlisted candidates will be contacted.