

Workshop and Lab Technician

The American University in Dubai invites qualified applicants to apply for the position of **Workshop and Lab Technician**.

The fundamental responsibility of this position is to liaise internally with Faculty and students within all the Studio areas of the School. Liaise externally with commercial suppliers of equipment and consumable materials, and with safety organizations and service providers. Contribute to the efficient and effective technical support of the School of Architecture, Art and Design through the servicing, maintenance and purchase of equipment and materials and ongoing technical support of the School's research and teaching commitments. Contribute to the ongoing Work Place Health & Safety in the School through the implementation and monitoring of UAE national requirements and University Procedures and through provision of advice to Faculty and students on Health and Safety issues.

Principle Responsibilities:

- Provide technical support for all Studio areas.
- Supervise and ensure these areas and their equipment are maintained in a clean, safe and operational condition.
- Purchase through the Operation Manager AUD, and in consultation with relevant staff/faculty members the materials and equipment in a timely and efficient manner to enable practical classes and teaching to be successfully conducted.
- Prepare equipment and materials for classes and teaching.
- To work with Studio Faculty on the technical and fabrication aspects of the student's studio practice as required, including operating the laser cutting machine and 3D printer
- Provide regular maintenance and service to equipment as required.
- Assist with School duties as directed by the Dean of the School when required.
- To assist in exhibition installation in the School's Gallery when necessary.
- Implement and monitor UAE National Work Place Health & Safety standards into the Colleges workshops and studio areas.
- Assist with VR equipment.
- Have basic knowledge of design-related software, so they can be trained accordingly.
- Assist with All CRID related activities and logistics.
- Oversee and maintain all CRID equipment and ensure their operations are always on track.

Occupational Health and Safety:

- All employees have an obligation to comply with the University's workplace health and safety policies, procedures and instructions to ensure a safe workplace.

Essential Qualifications:

During the performance of duties in this position, the Workshop and Lab Technician will come in contact with and is expected to have experience with the following:

- Metal and Wood Working/Fabrication Machinery
- Portable Electric and Air Operated Tools
- Hand Tools
- 2D & 3D Design Equipment
- Resin & Plastics etc.

Applications will be accepted and evaluated until this position is filled.

This position is suitable for those candidates already resident and under sponsorship in Dubai. Interested applicants must submit the following requirements via email to recruitment@aud.edu.

(Please state the title of the position as the subject of the email)

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

Angele El Khoury

Director of Human Resources

The American University in Dubai

P. O. Box 28282, Dubai, U.A.E.

No telephone calls please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.