

	Laboratory Assistant's Job Description	Document No: QKU/IEIS/VT/56	
		Edition No: 01 Edition Date: 01.05.2023 Amendment No: 00 Amendment Date: 00	Page: 5/5

WESTERN CASPIAN UNIVERSITY

APPROVED BY

Executive Vice-Rector of
Western Caspian University

_____ R.H. Baghirov

"01" May, 2023

Integrated Management Systems

Instruction No: QKU/IEIS/VT/56

"Laboratory Assistant's Job Description"

Prepared by:			Checked by:		
Position	Signature	Date	Position	Signature	Date
Human Resources Department		01.05.2023	Authorized Representative		01.05.2023

1. Job Duties

	<h2>Laboratory Assistant's Job Description</h2>	Document No: QKU/İEİS/VT/56	
		Edition No: 01 Edition Date: 01.05.2023 Amendment No: 00 Amendment Date: 00	Page: 5/5

Job Duties of the Laboratory Assistant at Western Caspian University (QKU):

- Perform activities in accordance with the position of laboratory assistant (senior laboratory assistant);
- Prepare students' documents (academic transcripts, certificates, etc.);
- Receive certain documents from students (applications, certificates, etc.);
- Enter student information into systems ("Student-Graduate" Electronic System, the Ministry of Science and Education's "Higher and Secondary Specialized Education Subsystem," etc.);
- Participate in organizational events of the structural unit where employed (dean's office, department, division, etc.);
- Supervise the completeness and proper order of documents to be included in personal files;
- Process student orders and appropriately file them in the student's file;
- Prepare documentation for students who are expelled from the university or transferred to another university;
- Ensure the accurate and timely preparation of diplomas;
- Ensure the registration of diplomas in the diploma registry book;
- Organize the distribution of diplomas to graduates;
- Transfer the personal files of graduates to the archive.

1. Knowledge Requirements

	<h2>Laboratory Assistant's Job Description</h2>	Document No: QKU/İEİS/VT/56	
		Edition No: 01 Edition Date: 01.05.2023 Amendment No: 00 Amendment Date: 00	Page: 5/5

- State and government decisions, orders, and directives related to education and training, including higher education;
- The Law of the Republic of Azerbaijan “On Education”;
- Communication with students;
- Orders, decisions, and directives of the Executive Vice-Rector;
- Fundamentals of labor organization, internal disciplinary rules, occupational safety, technical safety regulations, industrial sanitation, fire safety norms and regulations, rules for waste segregation formed during work processes, and civil defense regulations;
- ISO 9001, ISO 14001, and ISO 45001 standards.

- MS Word, Excel, PowerPoint

- English language (basic level)

- Strong organization skills

- Decision-making skills

- Problem-solving skills

- Business communication and professional ethics principles

2. Qualification Requirements for Salary Grades

A person appointed to the position of laboratory assistant must have a higher education degree in the relevant field and at least one year of work experience in this field.

4. Means

	<h2>Laboratory Assistant's Job Description</h2>	Document No: QKU/İEİS/VT/56	
		Edition No: 01 Edition Date: 01.05.2023 Amendment No: 00 Amendment Date: 00	Page: 5/5

The following means and equipment are provided for the laboratory assistant to perform their job functions:

- Information and communication means – personal computer, computing devices, access to internet and intranet systems (internet connection, email service, file server service, etc.);
- Organizational means – furniture, communication devices (telephone, fax), printer, scanner, photocopy machine, and necessary office supplies.

5. Rights

- To represent Western Caspian University (WCU) in other organizations on matters within its authority according to established procedures;
- To be provided with means ensuring normal working conditions and the provision of services, supervision, safety, and maintenance in the relevant field at WCU;
- To inform the management about deficiencies arising in the work;
- To participate in the preparation of WCU's current and annual work plans in the relevant field.

6. Responsibility

- To carry out complex tasks in accordance with the approved work and activity plan;
- To ensure timely, high-quality, and efficient execution of tasks assigned by the university leadership to the department;
- To timely and properly perform the duties and functions specified in this job description and employment contract;

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- To comply with internal disciplinary rules, occupational safety, technical safety, sanitation, and fire safety norms and regulations in the course of work;

- To adhere to requirements regarding the segregation and management of waste generated during work processes;

- To safeguard the tools, equipment, machinery, and office supplies entrusted for the performance of duties and functions outlined in the job description.

Acknowledged the instruction:

(N.P.S.)

(signature)

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