

Research Assistant (Part-time) ~ Job Profile

Job Description:

The Research Assistant will contribute to our educational business applications, including products developed for regional markets and custom jobs done for specific customers.

As Research Assistant, you will assist in performing a variety of technical duties in the analysis, design and testing of database applications for clients, and you are expected to have knowledge of at least one of the programming languages and tools, and preferably, have some understanding of business processes.

We are looking for smart team players committed to delivering high-quality software, and also interested in understanding various types of clients both public and private sector, analyzing their needs, and providing them with the right solutions. This is a challenging and interesting job that provides good career advancement opportunities for the right candidate. The job would be for 2 months duration in the first instance.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Bachelors degree in Information Technology, Computer Studies, or a related area.
- One to three years relevant work experience preferred.
- Previous working experience with web applications (e.g. ASP.net), programming languages (in particular C#), and database development (especially with Microsoft SQL server) is highly recommended.
- Good technical command of English language.
- Good written and oral communication skills.
- Excellent interpersonal skills.
- Ability to work independently when required and willing to work extra hours if necessary.
- Ability to work under pressure and to deadlines.
- A team player able to interact and work in a team environment with associates from diverse backgrounds.



Responsibilities:

- Reports to the Assistant Director.
- Assists programmer in the design, development, testing and implementation of database components, computer application and systems.
- Assists with the integration of components into a web-based academic system
- Prepares user manuals, reports and presentation materials, including written summaries, conclusions and recommendations as required.
- Prepares and maintains documentation for each application.
- Analyzes current processes, procedures and applications.
- Assists in determining equipment needs.
- Performs other duties as assigned by the Director.

Application letters should be accompanied by curriculum vitae with the names and addresses of two (2) referees. There is no fixed deadline; however, applications are reviewed on a bi-monthly basis as need arises.