

Job Description

Post Name	Lab Technician (Business Analytics) School of Management & Entrepreneurship (SoM&E)
Introduction	<p>GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting-edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.</p> <p>Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.</p> <p>Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.</p>
Roles & Responsibilities	<p>A. Lab Administration & Infrastructure</p> <ul style="list-style-type: none">• Maintain and manage the Business Analytics Lab and related computing facilities.• Install, configure, and update required software and tools such as:• Python, R, SQL environments• Power BI / Tableau• Excel advanced tools• Machine Learning and AI libraries• Database systems and cloud tools• SPSS, Smart PLS, EViews and BizLab• Ensure all lab systems are operational and secure.• Maintain software licenses, subscriptions, and documentation.• Monitor lab usage and maintain lab inventory and asset records.• Maintain students' and faculty attendance records• Trouble shooting support• Upkeeping and safe keeping of all infrastructure of the Lab• Reporting of any kind of issue/ challenge immediately to the Reporting Authority <p>B. Academic & Teaching Support</p> <ul style="list-style-type: none">• Assist faculty in conducting practical sessions, workshops, demonstrations, assessments, examinations.• Prepare lab setups as per course requirements before practical / tutorial sessions.• Support students in executing:• Data analytics assignments• Business analytics projects• Capstone projects and competitions• Provide basic troubleshooting support during lab sessions.

C. Data & Research Support

- Assist faculty and research scholars in:
- Data collection, cleaning, and preparation
- Managing datasets and repositories
- Running analytics models and simulations
- Maintain databases, sample datasets, and project repositories.
- Support research labs, consultancy, and funded projects.

D. Documentation & Compliance

- Maintain records of:
- Software utilization and upgrades
- Lab manuals and SOPs
- Equipment maintenance logs
- Ensure compliance with university IT policies and data security norms.
- Assist in preparing reports for accreditation and audits (NAAC/NBA etc.).

E. Training & Capacity Building

- Conduct basic training/orientation sessions for students on lab tools.
- Assist in organizing:
- Workshops
- Hackathons
- Certifications and industry training programs.

Qualification

Bachelor's degree in: Computer Science / IT / Data Science / Statistics / Business Analytics OR equivalent technical discipline from a recognized university with Minimum 55% marks (or equivalent grade) in the qualifying examination

Master's degree in Data Science / Analytics / Computer Applications preferable.

Experience

1–3 years of relevant experience in:

- Analytics lab support
- IT support in academic/industry environment
- Data analytics tools and platforms.

Reporting

HoD– School of Management & Entrepreneurship (SoM&E), GSFCU

Remuneration

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- The salary structure will be as per the approved pay scale.
- PF as per applicable statutory norms
- Increment based on PMS score as per the PMS policy for non-Teaching staff

Other Benefits

- Group Medclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

Selection Procedure**Stage 1 - Written Ability Test**

HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content.

Stage 2 –Personal Interview

Interviews of the short-listed candidates will be conducted by the committee members.

Tenure of Appointment

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non-Teaching staff.

Location

Vadodara, Gujarat.