

JOB DESCRIPTION
(Career Kickstarter)

Designation	Technical Support Associate
School/Department	School of Applied Science / Centre for Aquaculture & Veterinary Science
Number of Position	1
Duration of Role	6 to 12 months

KEY RESPONSIBILITIES

- Provide technical and administrative support for veterinary and aquaculture-related courses, including both day-time and evening classes.
- Support delivery of practical teaching by preparing materials and equipment, and coordination of room bookings, and ensuring timely turnaround between classes.
- Maintain teaching laboratories and equipment by conducting routine checks, calibration/servicing coordination, housekeeping, and ensuring compliance with biosafety, hygiene and waste-disposal requirements.
- Assist in preparation and execution of experimental work, as well as coordination with collaborators or other teams on project activities.
- Support laboratory operations by managing inventory, performing routine housekeeping, and ensuring the upkeep and calibration of equipment.

PREREQUISITES

- Qualification in suitable applied science disciplines including Veterinary Technology, Medical Biotechnology and Pharmaceutical Science.
- Strong written and verbal communication skills.
- Good interpersonal skills with the ability to collaborate across teams.
- Analytical thinking with attention to detail.
- Able to manage multiple priorities and meet deadlines.
- Positive attitude and willingness to learn.
- Able to work independently with minimal supervision when required.
- Able to work in the evenings.