

Job Advertisement Posting for Faculty (RIGS-P01)

Prepared by RIGS-Research Information Service Team

Purpose: Post job advertisement on GTIIT website for faculties including graduate student, research fellow (postdoc), positions for research support including technician, lab manager, research assistant etc.

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Ad draft for: 1 Graduate Student (master/PhD) 2 Research Fellow (postdoc)	Send the job ad specifications to RIGS-RIS Team based on the Appendix 3&4-templates for PhD/Master & Postdoc.	Researcher	N/A	Dean of GS
2	Job ad posting on GTIIT website for graduate student/research fellow	Post the job ad on GTIIT website after general checking of the content and notify faculty once completed	RIGS-Research Information Service Team	Live updated (1-2 days)	PVCAA/VC
3	Ad draft for Research Support positions including: 1 Research Assistant 2 Lab Technician 3 Lab Manager	Send the job ad specifications to AAO	Researcher	N/A	Dean for Research
4	Job ad posting on GTIIT website for research support positions	Post the job ad on GTIIT website after general checking of the content and notify faculty once completed	Academic Administration Office	N/A	Director of Academic Administration Office