

**Job Description: Teaching Assistant / Associate**

<b>Designation</b>	Teaching Assistant / Associate for Marketing (Full Time)	<b>Department</b>	Marketing
<b>Location</b>	Mumbai	<b>Reporting to</b>	Department Chair
<b>Job Responsibilities</b>	<p><b>Academic Role:</b></p> <ul style="list-style-type: none"> <li>• Course-related - Assist in preparation of course outlines, pre-reads, ppts, and other teaching aid required by the faculty. Also take informal feedback of the courses.</li> <li>• Act as a point of contact between faculty and various program office to ensure all deadlines are adhered to regarding submission of course outlines, ordering of pre-reads such as cases, textbooks etc., rollout and submission dates related to assignments</li> <li>• Uploading the course outline and reading material on eKosh</li> <li>• Examination - Create, Conduct, Evaluate and share scores for quizzes, assignments &amp; exam papers (under guidance from faculty)</li> <li>• Assist faculty in resolving issues related to the revaluation requests from the participants regarding quizzes, assignments and end term answer papers.</li> <li>• Student query - Handle student queries regarding assignments, end term, committee work, notes, etc.</li> <li>• Conducting online tutorials</li> <li>• Attending sessions and workshops</li> <li>• Any ad-hoc academic work</li> </ul> <p><b>Administrative Role:</b></p> <ul style="list-style-type: none"> <li>• Handle classes scheduling for the department faculty (internal &amp; external)</li> <li>• Assist in conducting events and conferences of the department</li> <li>• Maintain attendance records</li> <li>• Create zoom links for all sessions and share details via google calendar to faculty and students.</li> <li>• Uploading timetable and raising purchase orders on ERP</li> <li>• Provide accreditation-related support</li> <li>• Attend department-related meetings and briefings</li> </ul>		
<b>Education Qualification</b>	Masters degree in Marketing mandatory		
<b>Previous Experience</b>	Not mandatory. But up to 2 years of relevant experience would be an advantage.		
<b>Skills/Capabilities Required</b>	<ul style="list-style-type: none"> <li>- Positive attitude towards learning &amp; open-minded</li> <li>- Good oral and written communication</li> <li>- Good follow-up and people management skills</li> <li>- Have a keen interest in research</li> <li>- Data Compilation, Analysis, and Presentation</li> <li>- Report Writing Skills</li> <li>- Meeting strict deadlines</li> <li>- Expertise in MS Office, Ability to do analytics using excel or a statistical software</li> </ul>		