Job Description: Teaching Assistant / Associate

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<th>Designation</th>
<th>Teaching Assistant / Associate for Marketing (Full Time)</th>
<th>Department</th>
<th>Marketing</th>
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<td>Location</td>
<td>Mumbai</td>
<td>Reporting to</td>
<td>Department Chair</td>
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**Job Responsibilities**

**Academic Role:**
- 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.
- 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.
- Uploading the course outline and reading material on eKosh.
- Examination - Create, Conduct, Evaluate and share scores for quizzes, assignments & exam papers (under guidance from faculty).
- Assist faculty in resolving issues related to the revaluation requests from the participants regarding quizzes, assignments and end term answer papers.
- Student query - Handle student queries regarding assignments, end term, committee work, notes, etc.
- Conducting online tutorials.
- Attending sessions and workshops.
- Any ad-hoc academic work.

**Administrative Role:**
- Handle classes scheduling for the department faculty (internal & external).
- Assist in conducting events and conferences of the department.
- Maintain attendance records.
- Create zoom links for all sessions and share details via google calendar to faculty and students.
- Uploading timetable and raising purchase orders on ERP.
- Provide accreditation-related support.
- Attend department-related meetings and briefings.

**Education Qualification**
- Masters degree in Marketing mandatory.

**Previous Experience**
- Not mandatory. But up to 2 years of relevant experience would be an advantage.

**Skills/Capabilities Required**
- Positive attitude towards learning & open-minded.
- Good oral and written communication.
- Good follow-up and people management skills.
- Have a keen interest in research.
- Data Compilation, Analysis, and Presentation.
- Report Writing Skills.
- Meeting strict deadlines.
- Expertise in MS Office, Ability to do analytics using excel or a statistical software.