

Job Description: Teaching Associate (Academic Associate)

Designation	Teaching Associate (Full Time)	Department	General Management
Location	Mumbai	Reporting to	Department Chair- General Management
Job Responsibilities	<p>Academic Role:</p> <ul style="list-style-type: none"> • Course-related - Assist in preparation of course outlines, pre-reads, ppts, and other teaching aid required by the faculty across programs. • Assisting faculty for sourcing and designing course content. • Act as a point of contact between faculty and various program offices to ensure all deadlines are adhered to regarding submission of course outlines, pre-reads such as cases, textbooks etc., rollout and submission dates related to assignments • Examination - Create, Conduct, Evaluate and share scores for quizzes, assignments & exam papers (under guidance from faculty) • Handle student queries regarding assignments, end term papers, committee work, notes, etc. • Conducting online tutorials • Preparing content and material for Management Development Programs/workshop sessions with faculty • Attending sessions and workshops by SOS and CWIL • Coordination and follow up with examination cell for evaluations, conduct exams, grading, re-evaluations, make up exams; • Documentation and data compilation pertaining to accreditation; • Coordinating with Administrative assistant of SOS department <p>Administrative Role:</p> <ul style="list-style-type: none"> • Assist in organising and conducting events (webinars, podcasts, research presentations) and conferences • Coordinating with the communications team/agency for managing events and posting material on website and social media handles • Provide accreditation-related support • Attend SOS department and CWIL related meetings and briefings 		
Education Qualification	-PG/ Masters in Psychology, Human Resources, Organisational Behaviour, Sociology/ General Management -Exposure to domain of spirituality, leadership is an added advantage.		
Previous Experience	Up to 5 years of relevant experience would be an advantage.		
Skills/Capabilities Required	<ul style="list-style-type: none"> - Positive attitude towards learning & open-minded - Responsibility, maturity, integrity and initiative driven - Ability to meet strict deadlines - Good oral and written communication - Good follow-up and people management skills - Keen interest in research - Data Compilation, Analysis, and Presentation - Report Writing Skills - Fluent knowledge Windows, MS Word, PowerPoint and Excel. 		

Interested candidates can share their applications/ resumes at navin.poojari@spjmr.org