

Job Description: Teaching Assistant / Associate

Designation	Teaching Assistant / Associate for Development Studies (Full Time)	Department	General Management
Location	Mumbai	Reporting to	Department Chair
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. 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. • Assist in work related to the design thinking lab • Conducting online tutorials • Attending sessions and workshops • Any ad-hoc academic work <p>Administrative Role:</p> <ul style="list-style-type: none"> • Handle classes scheduling for the department faculty (internal & external) • Assist in conducting events and conferences of the department • Maintain attendance records • Create virtual 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	Master's degree in Development Studies mandatory		
Previous Experience	Up to 2 years of relevant experience would be an advantage.		
Skills/Capabilities Required	<ul style="list-style-type: none"> - 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 		