Job Description: Teaching Assistant / Associate

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<th>Designation</th>
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<td>Teaching Assistant / Associate for Development Studies (Full Time)</td>
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**Location**: Mumbai  
**Reporting to**: Department Chair  

**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.
- Assist in work related to the design thinking lab
- 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 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**
- 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