

Job description: Academic Associate-DoCC

Designation	Academic Associate	Department	Development of Corporate Citizenship (DoCC)
Location	Mumbai	Reporting to	Director
Job responsibilities	<p>Academic role:</p> <ul style="list-style-type: none"> ● Course-related – assist in the preparation of course outlines, pre-reads, PPTs, and other teaching aids required by the faculty. Also, take informal feedback on the courses. ● Act as a point of contact between faculty and various programme offices to ensure all deadlines are adhered to regarding submission of course outlines, ordering of pre-reads such as cases, textbooks, etc., and 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, and 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-of-term, committee work, notes, etc. ● Conducting online tutorials. ● Attending sessions and workshops. ● Any ad hoc academic work. ● Additionally, the Teaching/ Academic Associate should be flexible in supporting other courses. <p>Administrative role:</p> <ul style="list-style-type: none"> ● Handle class scheduling for the department faculty (internal and 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 with faculty and students. ● Uploading the timetable and raising purchase orders on the ERP. ● Provide accreditation-related support. ● Attend department-related meetings and briefings. 		
Educational qualification	A master's degree in development studies is mandatory		
Previous experience	Up to two years of relevant experience would be an advantage.		
Skills/Capabilities required	<ul style="list-style-type: none"> - Positive attitude towards learning and 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 statistical software. 		