

Job description: Teaching Assistant / Associate

Designation	Teaching Assistant / Associate (full-time)	Department	Organisation and Leadership Studies
Location	Mumbai	Reporting to	Department Chair
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 e-Kosh. • 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. <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. 		
Education qualification	Master's degree in human resources or a related field.		
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. 		