

Job Description: Teaching Assistant / Associate- Business Communication- OLS

Designation	Teaching Assistant / Associate (full time)	Department	Organisation and Leadership Studies (Business Communication)
Location	Mumbai	Reporting to	Associate Professor- Business Communication
Job responsibilities	<p>Academic role:</p> <ul style="list-style-type: none"> • Conduct course evaluations and give feedback. • Assist in preparation of academic material. • Handling student queries regarding committee work, assignments, notes, etc. • Attending sessions and workshops. <p>Research role:</p> <ul style="list-style-type: none"> • Assisting faculty is course preparation. • Conduct course evaluations and give feedback. • Developing course material. • Assist in preparation of other academic materials. <p>Administrative role (If any):</p> <ul style="list-style-type: none"> • Handle classes scheduling for the area faculty. • Coordinating with faculty and students for relevant, timely communications. • Assist in conducting events of the department. • Help with activities of Communication Excellence Cell- helping students to hone their speaking skills, organising CEL Talk sessions and assisting with ADMAP committee. 		
Education qualification	<p>Master's degree in HR or communications or related field. (Full time Master's Degree mandatory)</p> <p>Ph.D. preferred but not mandatory</p>		
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 and open-minded. - Good oral and written communication. - Good follow-up and people management skills. - Have a keen interest in research. - Meeting strict deadlines. - Expertise in MS Office, ability to do analytics using excel or a statistical software. 		
Other pre-requisites: (if any)	<ul style="list-style-type: none"> - Strong understanding of business communication concepts and principles. 		