Bharatiya Vidya Bhavan's
SPJIMR

Job Description- Academic Associate- PGPDM

Position/Title	Academic Associate	**Department**	PGPDM
Location	SPJIMR Campus, Mumbai	**Nature**	Regular/Full time
Reporting to	Programme Manager- PGPDM		
Job duties include	PGPDM is a 12- month modular/part-time program for professionals working in or intending to work for the social sector, including NGOs, foundations, CSR functions of corporate/ for-profit organizations, social policy or welfare departments of governments, and social enterprises. Its mission is to "enhance the efficiency and effectiveness of the development sector organizations by building the capacity of development professionals and helping them create a more inclusive and sustainable society." **Important Note:** PGPDM Program is a modular/part-time program for working professionals with sessions and exams scheduled in the evenings on weekdays and during weekends over six contact periods of about two weeks each. The Academic Associate position requires occasional flexibility to attend the sessions, conduct exams or support the students, faculty and program based on the specific needs. The ability to adjust to varying schedules, including evenings and weekends, is essential. We seek a versatile and adaptable individual to support the PGPDM Program effectively. The Academic Associate will support the PGPDM program chairperson and program office in all academics related tasks involved in the successful design, implementation, and scaling up of PGPDM & other short-term programs, including but not limited to: • Design and revision of different courses and overall curriculum and response to related queries from various stakeholders • Search literature and study material (books, articles, case studies, audio-visual media, etc.) as per course outlines for various development/social sector-related courses • Assist in research, writing of case studies, teaching notes, and articles • Work on evaluation, impact assessment and visibility of the PGPDM & other short-term programs • Plan for students' assessments (examinations, quizzes, assignments, projects, etc.) • Conduct examinations, calculate grades, and prepare grade sheets/certificates • Coordinate with the registrar and examinations department of the institute for academics/examinations related matters		

	• Ensure compliance with and prepare various accreditation (AACSB, AMBA, etc.) related communication and documentation requirements for which appropriate training and handholding will be done • Monitor compliance with academic standards and report instances of students' behavior that violates the standards • Raise purchase orders on the institute's ERP for items related to academics • Set up meetings, take minutes, and maintain the records for academics related meetings • Coordinate with core, adjunct, and external faculty for the design and conduct of courses, MDPs & short-term certificate programs, seminars & conferences • Coordinate with all the academic departments and other program offices within and outside the institute for academic matters • Assist program office in academic and development-related drafting including but not limited to brochures, flyers, internal and media communications etc. • Any other work related to academics assigned by program chairperson
Experience	Minimum 5 years of experience after post-graduation
Skillset required	Essential: • In-depth knowledge & experience of the development/social sector • Fluency in written & oral communication • Excellent writing ability in English (candidate will have to provide evidence of writing ability) • Adept in MS Office Desirable: • Knowledge & experience of citation software • Working with ERP systems including academic platforms such as e-kosh • Qualitative data analysis software • Experience of taking tutorials, facilitating workshops, guiding students
Education	Post Graduate in Social Work, Development Management/Studies, Sociology, Anthropology, Social Impact MBA, Development Economics or other development/social sector related disciplines from premier institutions