

Job Description- Academic Associate- GMP

Position/Title:	Academic Associate	Department:	Global Management Programme
Reporting Details:	Chairperson- Global Management Programme (GMP)		
Job Type:	Full-time		
Job duties:	End-to-end ownership of the Finance and Fintech module (12 credits): curation and facilitation of content, Google Classroom flipped-classroom delivery of assigned courses, assessment, and transcripts. Lead research in finance and associated domains under the Programme Head for 50% of GMP Cohort annually Roles & Responsibilities: • Own the Finance and Fintech module end to end: curate and deliver content, administer the module, and see it through to assessment and transcripts. • Facilitate Google Classroom sessions: courses are curated by the GMP Programme Head and delivered through Google Classroom in a flipped-classroom format; guide participants through pre-reads and online courses, with students supported during facilitation. • Run assessment for the module: set and conduct exams and quizzes with faculty on Flexi Quiz, grade to the international faculty rubric, and maintain accurate grades and transcripts. • Scheduling and faculty co-ordination for faculty-taught courses: arrange sessions, timetables, and logistics, and co-ordinate with faculty across the module. • Support research paper development in finance and other associated domains, with guidance provided by the Programme Head on topic selection, proposal formulation, and design. • Project management: oversee assignment submission, milestones, timelines, and deadlines for the module. • Progress tracking: maintain advancement records and update participants' progress; flag academic difficulty early, as it directly affects transfer to international schools. • Upload material on eKosh and order books and cases for the module. • Facilitate, with the GMP Programme Head, AI-enabled Faculty Development Programmes (FDPs) at UG schools to promote GMP; this is a required part of the role.		
Education:	• Pursuing a PhD from an institute of repute, or a PhD, or a post-doctoral qualification, with a focus on finance and fintech. • Strong academic-research orientation, good writing proficiency, and excellent command of Excel and MS Word. • AI competency in teaching and learning is mandatory, given the high AI coverage across GMP courses; must be able to design and deliver AI-enabled FDPs at UG schools to promote GMP. • Minimum three publications in the finance domain in Scopus Q1 journals.		

Experience:	• Minimum 6 years of experience in academics; teaching finance and supporting academics at a higher-management institution preferred. • Experience of flipped-classroom based teaching and learning delivered through Google Classroom. • At least 1 year of experience working, teaching with AI.
Capabilities/Skills required:	• AI competency in teaching and learning (mandatory): high AI coverage across GMP courses requires demonstrated fluency with AI tools for teaching, content, and research. • Finance and fintech subject depth: ability to design and deliver a 12-credit module and mentor students through applied finance and fintech work. • Academic research paper development: ability to mentor and support research paper development for GMP students in finance and other associated domains, guided by the Programme Head. • Quantitative and technical proficiency: data analysis, LMS administration, curriculum mapping.
How to Apply	• Interested candidates can share their resume to navin.poojari@spjimr.org