



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Academic Associates for Communication Area

The Job: To assist the faculty of the Institute in their teaching and research and to work as an administrative interface with different facility providers of the Institute. At present we are looking for Academic Associates in the **Communication Area**.

IIMA has the following Academic Programmes:

PGP: Post-Graduate Programme in Management

PGP-FABM: Post Graduate Programme in Food and Agri-Business Management

PGPX: Post-Graduate Programme in Management for Executives

ePGP: “eMode” Post-Graduate Programme in Management

Ph.D. programme in Management

EED: Executive Education Programme

FDP: Faculty Development Programme

ePGD-ABA: ePost Graduate Diploma in Advanced Business Analytics

Selected candidates need to work with faculty members as may be assigned by the Area Chair for their teaching and research activities.

Major Teaching Activities:

- To assist faculty members in seven to eight courses per year. The assistance would involve the following:
 - a. Attending classes
 - b. Correcting/grading answer sheets/quizzes/projects/assignments
 - c. Helping the faculty with design and delivery for a course, such as preparation/revision of course outline, reading list, class handouts, simulations, presentation slides etc
 - d. Marking and tabulating attendance and class participation, setting up necessary teaching aids as instructed, tracking students' progress in class projects, assignments etc.
- To mandatorily participate in all briefings, discussions and training organized by Area Chair, instructor(s), academic officers, programme chairpersons, Dean, AADEC.
- To provide tutorial support including remedial classes as instructed by faculty member.
- To co-ordinate with relevant support and Academic Offices.
- To compulsorily participate in invigilation duties and attend pre-examination briefings and post examination debriefings by faculty.
- To ensure that they have familiarized themselves with the programme manual and code of conduct.
- To report instances of students' behavior that violates the Institute's code of conduct.

Research Activities:

- To assist faculty in their research, case writing, teaching note/exercise development and paper writing.
- To learn such tools, techniques and software applications required for conducting high quality research and apply the same as required by faculty member(s).
- To initiate research and case writing projects under the guidance of faculty member(s).
- To coordinate with R & P Office, Case Unit etc. for matters related to dissemination of research output, registration of cases/teaching notes /exercise etc.

Age: Preferred below 30 years.

Qualifications:

Ph.D., M.Phil., or first-class MA in Communication or related disciplines such as English/Linguistics/ Psychology/Sociology/Anthropology/ Education/ Political Science. Those with experience in teaching/ research/ industry will be preferred.

Essential: Excellent command over spoken and written English.

Desirable: Experience in teaching/research in interpersonal and organizational communication.

Candidates having other qualifications like ACA, AICWA, B.Tech. with relevant experience in the above areas may also be considered.

Remuneration: Monthly consolidated salary of ₹31,000/- to ₹42,000/- depending on qualification, experience, merit and performance in the interview. No other allowances except TA/DA for official tour will be paid.

In exceptional cases candidates with outstanding academic records with less than two years' experience may be appointed at lower remuneration.

Duration: Initially for one/two years and extendable up to total five years based on annual performance review.

General Instructions:

- Candidates' specialization in Master's degree should match with that of the Area/Centre/Group he/she applies for.
- Only relevant specialization will be considered.
- Notwithstanding the requirements of experience, outstanding academic achievers without experience will also be considered for these positions.
- Fulfilling minimum qualification does not ensure a call for interview. The properly filled up applications received in response to this advertisement shall be scrutinized and only shortlisted candidates shall be called for test/interview. IIMA reserves all rights to reject any application without assigning any reason.
- Those who have already applied based on previous advertisement need not apply again

Candidates are advised to **APPLY ONLINE ONLY** latest by **August 10, 2021**

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