



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

**Invites applications from eligible candidates for the position of**

### **ACADEMIC ASSOCIATE COMMUNICATION AREA**

**The Job:** To assist the faculty of the Communication Area at IIMA in their teaching, research and work as an administrative interface with different facility providers of the Institute.

Selected candidates need to undertake the following tasks assigned by their respective faculty members:

- Work with faculty members as assigned by the Area Chair.
- Assistance to faculty members with courses would involve:
  - a. Attending classes
  - b. Correction/grading of answer sheets/quizzes/projects/assignments and conducting remedial sessions, if required.
  - c. Design and delivery in any of the Institutional programmes, such as preparation/revision of course outline, reading list, class handouts, simulations, presentation slides.
- Mandatory participation in all briefings, discussions and training organized by instructors, academic officers, programme chairpersons, Dean, AADEC, Area Chair.
- Carry out: attendance marking and tabulation, class participation marking and tabulation, setting up necessary teaching aids as instructed, tracking progress in class projects, assignments etc.
- Co-ordination with Academic Offices like PGP, PGP-FABM, PGPX, ePGP, FPM, EEP, FDP and other support offices.
- Compulsory participation in invigilation duties and attendance of pre-examination briefing and post examination debriefing by faculty.
- Reporting instances of students' behavior that violates the Institute's code of conduct. They should familiarize themselves with the programme manual.
- Assistance to faculty in their research, case writing, teaching note/exercise development and paper writing.
- Learning such tools, techniques and software applications required for conducting high quality research and apply the same as required by faculty members.
- Work on research and case writing projects under the guidance of faculty members.
- Coordination with R & P Office, Case Unit etc. for matters related to the dissemination of research output, registration of cases/teaching notes /exercise etc.

**Age:** Preferred below 30 years.

**Remuneration:** Monthly consolidated salary of Rs. 25,000/- to Rs. 37,000/- depending on qualification, experience, merit and performance in the interview. No other allowances except TA/DA for official tour will be paid.

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

**Qualifications:** PhD, MPhil, 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.

Note:

- Notwithstanding the requirements of experience, outstanding academic achievers without experience will also be considered for these positions.
- Fulfilling minimum qualification does not entail 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.

**Candidates are advised to APPLY ONLINE ONLY latest by May 1, 2019.**

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