

## TEACHING/ACADEMIC ASSOCIATE

Applications are invited for the post of Teaching/Academic Associate in following Areas of Management on contractual basis:

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|--------------------------|---------------------------------------|
| 1. Big Data Analytics    | minimum qualification ME/M.Tech       |
| 2. HealthCare Management | min. qualification MHA/MBA (HCM)/ MPh |
| 3. General Management    | minimum qualification PGDM/MBA        |

**Qualification:** Master's degree/Professional qualification in the relevant field with some research experience. Proficiency in Computer Applications and good written and oral communication skills in English and interpersonal skills.

**How to apply:** Fill up "CV Format" and send to [careers@gim.ac.in](mailto:careers@gim.ac.in)

### Job description and Responsibilities of Teaching/Academic Associate

Participate in the design, administration and monitoring of academic courses. The Teaching/Academic Associate will analyse and evaluate data gathered during research. Will report to a faculty member at the level of Associate Professor or Professor.

#### **Responsibilities:**

- Collect and analyse data as required by faculty researcher
- Provide ready access to all relevant information and data to faculty researcher
- Prepare, maintain and update website materials
- Supervise management students working on research projects and guide the work of students
- Review and edit data to ensure completeness and accuracy of information
- Write and contribute to publications
- Assist with preparation of all educational, training workshops and management development programme
- Attend academic sessions of course instructor as and when required
- Participate in Area discussions and assist in the preparation of course outlines, setting up timetables
- Scan and post readings and manage course folders
- Reserve classrooms and set up equipment
- Take attendance of students present for a class session
- Provide support for in-class lessons
- Interface with the Library, Computer Canter and other departments
- Invigilate quizzes and examinations and assist faculty member in the assessment of student knowledge
- Collect assignments