IIMA

विद्याविनियोगाद्धिकास:
**INDIAN INSTITUTE of
MANAGEMENT AHMEDABAD**
Requires

AD HOC ACADEMIC ASSOCIATE FOR
INFORMATION SYSTEMS AREA

Academic Associate positions are a stepping-stone for future Academicians and Researchers. Academic Associates often pursue further studies like PhD and become faculty members at reputed Institutions.

The primary task of the Academic Associate consists of acting as Teaching Assistants or providing other academic help to faculty members.

Academic Associates are also encouraged to carry out independent research, with informal guidance/collaboration with faculty members or with their peers.

Teaching related task of Academic Associates may be in any one of the academic programmes below.

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.
Ph.D.: Doctoral Programme in Management
EEP: Executive Education Programme
FDP: Faculty Development Programme.
ePGD-ABA: ePost Graduate Diploma in Advanced Business Analytics

Details:

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

- To work with faculty members as may be assigned by the Area Chair for their teaching (primary activity) and research activities (secondary activity).

- Teaching assistance will entail:
    - Assist faculty members in 100 to 150 sessions per year.
        a. Attending classes and monitoring academic discipline in classes/courses.
        b. Correction/grading of answer sheets/quizzes/projects/assignments and conducting remedial sessions, if required.
        c. Assisting design and delivery in any of the programmes, such as preparation/revision of course outline, reading list, class handouts, preparing simulations, presentation slides etc.
        d. To conduct attendance marking and tabulation, class participation marking and tabulation, setting up necessary teaching aids as instructed, tracking progress in class projects, assignments etc.
    - To provide tutorial support including remedial classes as required.

- Co-ordination with relevant Academic Offices.
- Compulsorily participate in exam/quiz invigilation and related activities.

Research Activities:

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

Educational Qualifications: First class MCA or M.Tech. or B.Tech. / BE in CSE, IT or ECE or MBA (Systems).

Age: Maximum 35 years

Remuneration: Monthly consolidated salary in the range of Rs. 35,000/- to Rs. 53,000/- plus Annual Development Allowance and monthly Rs. 8,000/- towards housing support. The salary will depend on qualifications and experience. No other allowances except TA/DA for official tour will be paid.

Duration: Six Months

General Instructions:

- 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 reserve all rights to reject any application without assigning any reason.

Candidates are advised to **APPLY ONLINE ONLY** latest by **September 21, 2023**

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