

Academic Associate

Great Lakes Institute of Management, Gurugram embodies a spirit of excellence rooted in innovation and a sense of social responsibility. Over the last 15 years, our exceptional faculty members and cutting-edge curriculum has been recognized in India and abroad. We are an AMBA accredited institution and are ranked in the top 8% B-Schools of India in the latest NIRF leader board.

We are looking for *Academic Associate* for the Gurugram campus.

Objective of the Role

Academic Associate/Teaching Assistants (TA) are meant to assist faculty in preparing course materials and in offering instruction.

Key Responsibilities

- Attend the weekly lectures conducted by the course instructors; ensure resource provision for the same
- Record attendance of the class for all sessions;
- Grade all assignments and exam answer books and establish the final grades for the students in their section(s);
- Conduct tutorials as scheduled
- Classes may be held on weekdays or weekends (subject to compensatory leave for having worked on a scheduled holiday)
- Any other teaching/learning tasks as deemed fit by Program Office – such as examination invigilation; attending presentation based student assessments etc.
- Assisting faculty members in different research activities, such as data collection; data cleaning; data analysis; proposal/report writing etc.
- Assisting in the community outreach program Karma Yoga as and when needed.

Qualifications

- Candidates should have postgraduate qualification in any of the following subjects/disciplines –Business Management; Economics; Commerce; Industrial Engineering; Statistics; Social Sciences, MTech, MCA
- Prior experience is helpful but not necessary
- Research and Teaching Assistance Experience in Business Schools of repute will be given preference
- Those enrolled in PhD in any of the above mentioned subjects/areas would be accorded preference
- Strong skills in written and spoken English and Excel is a minimum requirement
- Knowledge and skills in data analysis tools like SPSS; R, Python etc. will be valued

Location: Great Lakes Institute of Management, Bilaspur Tauru Road, Near Bilaspur Chowk, Gurgaon