

1. JOB DETAILS:

Job Title:	Teaching Assistant
Area:	Assistance to the Academic Function – DM&MC

2. JOB PURPOSE:

The person shall work closely with the faculty in course deliverables and support the academic service and administration for smooth functioning of the programmes.

3. KEY ACCOUNTABILITIES:

Description

Shall be responsible to provide the following administrative support to the faculty and students:

1. Assist the faculty (Instructor) in preparing course outline, identifying and collecting reading material, developing teaching notes, marking class participation, conducting and grading examination, assignments.
2. Be available to communicate course and content related questions with students via live, chat, phone or video call, including responding to student emails in timely manner.
3. Keep track of questions and issues during the course; work with instructor to propose revisions to materials for future class offerings.
4. Communicate and collaborate with the lead instructor and other course assistants with goal of developing constructive feedback to student in a timely manner and assuring a common student experience.
5. Administrative support through LMS (Learning Management System). Make sure the smooth functioning of the classes as per the schedule.
6. Conduct tutorials, maintain office hours for facilitating the student doubts.

7. Able to handle all labs under the domain and help the students in learning or working at the lab. Also assist with testing and calibrating the lab equipment in preparation for specific tasks.
8. Ability to organize and prioritize work for timely completion for both classroom and lab environment.
9. Maintain confidentiality about the student performance and work, discuss confidential information obtained in a course only for appropriate professional purpose and only with persons clearly concerned with such matters.
10. Along with their primary role, as Jio Institute is currently operating in a start-up environment, you may be expected to contribute to various fields of work [ex. special projects, etc.], as needed.
11. Perform other additional responsibilities as requested from time to time.

4. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:

- Advisory Committee
- Programme Chair
- Faculty Members
- Students
- Other JI teams

External:

- External Stakeholders
- Visiting Faculty

5. QUALIFICATIONS, EXPERIENCE & SKILLS:

Qualifications:

Master's / Post-Graduate in relevant discipline. Marketing, Communication, Media, General management, Quant & analytics will be preferred.

Preferred Experience:

Experience with any of the given domains - digital marketing, communications channels, marketing research & analytics, digital media, public relations, branding and product management.

Job-Specific Knowledge & Skills:

- Excellent oral, written, and communication skills.

- Excellent analytical skills; demonstrated proficiency in Excel and web-based tools.
- Ability to work with more than one faculty at a time and to keep daily record on progress
- Working knowledge of statistical software and good computing and communication skills.
- The candidate must have high standards in terms of quality of work, attention to detail, ability to multi-task and absolute commitment to task completion.