INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

ACADEMIC ASSOCIATE FOR ORGANIZATIONAL BEHAVIOUR AREA

The Job: To assist the faculty of the Institute in their teaching, research and work as an administrative interface with different facility providers of the Institute. At present we are looking for Academic Associate in the **Organizational Behaviour Area.**

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.
ePGP: "eMode" Post-Graduate Programme in Management.
Ph.D. programme in Management
EEP: Executive Education Programme
FDP: Faculty Development Programme.
ePGD-ABA: ePost Graduate Diploma in Advanced Business Analytics

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 and research activities.

  Major Teaching Activities:
  - To assist faculty members in seven to eight courses per year. The assistance would involve the following:
    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 programmes, such as preparation/revision of course outline, reading list, class handouts, 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 mandatory participate in all briefings, discussions and training organized by instructor(s), academic officers, programme chairpersons, Dean, AADEC, Area Chair.
  - To provide tutorial support including remedial classes as instructed by faculty member.
  - Co-ordination with relevant & support Academic Offices.
  - Compulsorily participate in invigilation duties and attend pre-examination briefing and post examination debriefing by faculty.
  - To report instances of students' behavior that violates Institutes code of conduct. They should familiarize themselves with the programme manual.

Research Activities:

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

Age: Preferred below 30 years.

Qualifications & Experience : First class post graduate degree (2 years) in any discipline with minimum experience of 2 (two) years in the Organizational Behaviour Area.

Candidates should possess (i) a First Class Masters Degree in Psychology, Sociology or Management with specialization in Organizational Behaviour, HR, Industrial Psychology or any other field relevant to Organizational Behaviour; or (ii) M.Phil. or Ph.D. in any of these disciplines. Relevant work experience and JRF/NET qualifications will carry additional weightage. **Candidates with outstanding academic record, with or without work experience, including those completing the final year of their Master's degree, are welcome to apply.**

The candidates having other qualifications like ACA, AICWA, Ph.D. with relevant experience in the above areas will also be eligible.

Remuneration: Monthly consolidated salary of ₹ 31,000/- to ₹ 42,000/- depending on qualification, experience, merit and performance in the interview. No other allowances except TA/DA for official tour will be paid. In exceptional cases candidates with outstanding academic records with less than two years' experience may be appointed at lower remuneration.

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

General Instructions:

- Candidates' specialization in Master's degree should match with that of the Area/Centre/Group he/she applies for.
- Only relevant specialization will be considered.
- 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 reserve all rights to reject any application without assigning any reason.

Candidates are advised to **APPLY ONLINE ONLY** latest by **May 31, 2021**

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