



### Job Description: Part -Time Academic Fellow

<b>Job title</b>	<b>Part -Time Academic Fellow</b>
<b>Reports to</b>	<i>Course Faculties</i>
<b>No. of Positions Available</b>	<i>SSH – 1 (LACH)</i>

#### Job purpose

The Department of Social Sciences and Humanities at the Indraprastha Institute of Information Technology (IIIT Delhi) is looking to hire **ONE** Part Time Academic Fellow. AF's work as an assistant instructor for undergraduate courses, involving taking tutorials, innovative strategies and use of digital tools to enrich the students' experience, managing Teaching Assistants, preparing/conducting/grading exams and tests etc. and course administration. The Fellow may also be required to teach for a short duration in the absence of the course faculty.

#### Duties and responsibilities

- To teach in tutorials, managing the tutorials and other Tutors/Teaching Assistants.
- To manage course related labs
- To conduct extra classes on the topics where students are facing difficulties.
- To conduct regular lectures, when the instructor is on leave.
- Maintaining Office Hours to clarify course related doubts, out of class hours, tutorials etc.
- To assist Course Faculty in making learning materials, assignments, answer keys and rubric for grading.
- To assist the Course Faculty in preparing exam question papers, conducting Quizzes, mid semester Exam, Final Exams.
- To assist the Course Faculty in grading, taking attendance, distributing and preparing classroom material, setting up technical equipment, and attend to any other needs of the course.
- To mentor and guide students in class-course projects. Assigning the rubric and grading the progress throughout the semester.
- To provide extra support to weak students.
- To perform academic/research activities as deemed suitable and necessary by the Course Faculty and the Head of the Department.
- To participate in the activities of the Department.

## **Qualifications**

For the position, the candidate must have a first-class M.A. degree in Philosophy MPhil in the discipline will be preferred.

Candidates must have an excellent academic record and proven interest in academic teaching. Prior teaching experience is not essential but candidates with experience in teaching/assisting at the graduate level programme will be preferred. The position is best suited for those who are looking for teaching careers.

## **Compensation & Terms**

The term of appointment will be for 4 months in the ongoing Winter semester 2022. The compensation will be Rs. 25,000/- per month.

## **How to Apply**

Please apply with a detailed CV along with writing samples to the Junior Manager SSH, Mr Binoj Baby at [binoj@iiitd.ac.in](mailto:binoj@iiitd.ac.in) latest by 25<sup>th</sup> Jan 2022.