



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

ACADEMIC ASSOCIATES FOR VARIOUS AREAS/CENTRES/GROUP

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 the position of Academic Associates in the areas: **Human Resource Management (HRM), Information Systems (IS), Public Systems Group (PSG), Ravi J Matthai Centre for Educational Innovation (RJMCEI), Strategy.**

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.
- 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.

AADEC: Academic Associate Development and Evaluation Committee.

Age: Maximum 35 years

Area Specific Qualifications / Experience: Candidates are also advised to see the required Area specific qualifications / experience given in the next page.

The candidates having other qualifications like ACA, AICWA, Ph.D. / B.Tech. with relevant experience will also be eligible.

Remuneration: Monthly consolidated salary of `₹31,000/- to `₹43,000/- and Annual Development Allowance. The salary will be 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. We look forward to candidates who are looking for a long career in academics and are willing to be associated with the Institute for at least two to three years.

[Area-specific Qualification's requirement is given in the following page](#)

Areas/Center/Group Specific Qualification required for the position of Academic Associates

Human Resource Management: Post Graduates/Masters in Management with Specialization in Human Resource Management OR First class Post Graduates / Graduate in related disciplines like Psychology, Sociology. At least two years of relevant experience. Candidates with outstanding academic achievement but without experience can also apply.

Knowledge of data analytics would be an added advantage.

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

Public Systems Group (PSG): First class Masters or M.Phil/Post Graduation in Public Administration/Social Sciences/Management/Planning/Public Health/Hospital Management/Energy/Environment and Sustainability/Transportation or Bachelor's level qualification in Engineering or Medicine with one to three years' experience either in academics or industry. Ph.D. with or without experience will also be considered. Exposure to Computer Software is essential.

Ravi J. Matthai Centre for Educational Innovation: Post Graduate degree in Education, Social Science or Management with (a) experience of conducting research or having participated in research studies and (b) some familiarity with statistical packages used in analysis of large data sets.

Strategy: A First-Class Post-Graduate in Management/Commerce, Graduate or Post Graduate in Law or equivalent qualification with three years' experience either in academics or industry/M.Phil with two years' experience or Ph.D. with or without experience.

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 **April 5, 2022**.

[**Click here to Apply**](#)