



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

### Requires

### ACADEMIC ASSOCIATES FOR COMMUNICATION 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 Associates in the **Communication 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 (primary activity) and research activities (secondary activity).

**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 mandatorily 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 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 coordinate with R & P Office, Case Unit etc. for matters related to dissemination of research output, registration of cases/teaching notes /exercise etc.

**Age:** Maximum 35 years.

**Qualification and Experience:** Ph.D., M.Phil., or first-class MA in Communication or related disciplines such as English/Linguistics/ Psychology/Sociology/Anthropology/ Education/ Political Science. Those with experience in teaching/ research/ industry will be preferred. **Essential:** Excellent command over spoken and written English. **Desirable:** Experience in teaching / research in interpersonal and organizational communication.

**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.

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

**General Instructions:**

- Only relevant specialization will be considered.
- Notwithstanding the requirements of experience, outstanding academic achievers without experience will also be considered for this position.
- 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 **June 12, 2022**

[Click here to Apply](#)