Great Lakes Institute of Management, Gurgaon

Job Description for Teaching/Research Assistants (TA/RA)

Teaching Assistants (TA) are meant to assist faculty in preparing course materials and in offering instruction. TA's are expected to:

- The position is based out of Gurgaon
- Attend the weekly lectures conducted by the course instructors;
- Record attendance of the class for all sessions;
- Grade all assignments and exam answer books and establish the final grades for the students in their section(s);
- Conduct tutorials as scheduled
- Classes may be held on weekdays or weekends (subject to compensatory leave for having worked on a scheduled holiday)
- Any other teaching/learning tasks as deemed fit by Program Office – such as examination invigilation; attending presentation based student assessments etc.

Apart from the above RA's are additionally expected to participate and assist in Research activities of GLIM Gurgaon. This will include –

- Assisting faculty members in different research activities, such as data collection; data cleaning; data analysis; proposal/report writing etc.

Job Specifications

- Candidates should have postgraduate qualification in any of the following subjects/disciplines – Business Management; Economics; Commerce; Industrial Engineering; Statistics; Social Sciences, MTech, MCA
- Prior experience is helpful but not necessary
- Research and Teaching Assistance Experience in Business Schools of repute will be given preference
- Those enrolled in PhD in any of the above mentioned subjects/areas would be accorded preference
- Strong skills in written and spoken English and Excel is a minimum requirement
- Knowledge and skills in data analysis tools like SPSS; R, Python etc. will be valued