

## **Job Description: Teaching Fellow**

<b>Job title</b>	Teaching Fellow (HCD)
<b>Reports to</b>	Course Faculty/Instructor
<b>No. of Positions Available</b>	01 (One)

### **Job purpose**

Works as a co-instructor for undergraduate courses (normally 2 per semester), involving taking tutorials and labs, helping students, managing teaching assistants (TA), preparing/conducting/grading exams and tests etc., and course administration. The Fellow may also be the primary instructor in short duration or summer modules.

### **Duties and responsibilities**

- To teach in tutorials, managing the tutorials and other Tutors/Teaching Assistants.
- To manage course-related labs, Inventory required during the semester and performing the experiments.
- 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 the Professor in making learning materials, assignments, answer keys and rubric for grading.
- To assist Professor in preparing exam question papers / lab exam practical questions and conducting Quizzes, Mid Sem Exam, Final Exams and other exams.
- To assist the Professor in final semester grading, paper checking.
- To mentor and guide students in class-course projects. Assigning the rubric and grading the progress throughout the semester.
- To conduct Refresher Modules for M.Tech/BTech students in Summers. To provide extra support to weak students.
- To provide extra support to weak students.
- To provide other administrative support in the department works as required.

### **Qualifications**

An applicant must have Applicants must have an M.Tech/MS/M.Des or equivalent Master's degree from a reputed Institute/University in Design or HCI with a good academic record throughout.

It is best suited for those who are looking for teaching careers.

### **Compensation & Terms**

The term of appointment will be for one year, which can be renewed after the first year based on performance. No extension will be given after two years.

The compensation in the first year will be Rs 45,000/- per month with free hostel accommodation or Rs. 50,000 per month without hostel accommodation. In the second year, Rs. 50,000/- per month with free hostel accommodation or Rs. 55,000/- per month without hostel accommodation.

The Institute gives top priority to the ongoing academic activities and does not promote leaving the offered position during an ongoing semester. To ensure this, a monthly deposit of Rs. 22,500/- from the salary of the first two months will be kept with the institute. This deposit will be paid on completion of the offered tenure.

### **How to Apply**

Interested candidates can submit their online application using the link: **(to be updated by the Web Manager)**. The last date of submitting online applications is **October 25, 2022**.