



**Job Description: Teaching Fellow**

Date: 12<sup>th</sup> June 2024

<b>Job title</b>	<b>Teaching Fellow (TF)</b>
<b>Reports to</b>	<i>Course Faculty Members</i>
<b>No. of Positions Available</b>	<i>SSH – 1 (Cognitive Science/Psychology)</i>

**Job purpose**

The Department of Social Sciences and Humanities at the Indraprastha Institute of Information Technology (IIIT Delhi) is seeking **ONE** Full-Time Teaching Fellow for the Cognitive Science Division. TF's work is as an assistant instructor for undergraduate & postgraduate courses, involving conducting tutorials, implementing innovative strategies and the use of digital tools to enrich students' experience, managing Teaching Assistants, preparing/conducting/grading exams, assignments and tests etc., overall course administration and meeting aggressive timelines. 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 in **TWO COURSES**
- To manage course related labs (if any).
- To conduct tutorials on the topics where students are facing difficulties.
- 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 attending 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 an MA/MSc or Ph.D.in Cognitive Science/Psychology with a good academic record throughout.

Candidates must have a very good academic record and proven interest in academics/teaching. Prior teaching experience is not essential but candidates with experience in teaching/assisting at graduate level programs will be preferred. The position is best suited for those who are looking for academic / teaching careers in future.

## Compensation & Appointment Term

1. 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.
2. The monthly compensation to the candidate with a MA/M.Sc./M.Tech degree may be offered a starting salary of Rs 50,000/- per month with hostel accommodation (subject to availability) or Rs. 55,000 per month without hostel accommodation.
3. The monthly compensation to the candidate with Ph.D. degree may be offered a starting salary of Rs. 60,000/- per month with hostel accommodation (subject to availability) or Rs. 65,000/- per month without hostel accommodation.
4. Candidates with relevant experience may be offered a higher starting salary.
5. 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. 27,500/- 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: <https://iiitd.ac.in/careers/tfpositions> . The last date of receiving online application is **July 07, 2024.**