



# भारतीय प्रबंध संस्थान अमृतसर

## INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

IIM ASR/ Rectt. /AA-11/05/2023/016

Date: 02-05-2023

### ACADEMIC ASSOCIATE PROGRAM (TRAINEE) – ROLLING ADVERTISEMENT

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites online applications from eligible candidates for the following program on a contractual basis.

#### About IIM Amritsar

Indian Institute of Management (IIM) Amritsar is the 15th IIM set up by the Ministry of Human Resources Development with the support of the Government of Punjab. The Institute has graduated Seven MBAs batches. The permanent campus is under construction on 61-acre land and should be ready to house the incoming batch of 2024. The Institute's temporary campus is well-equipped with learning and technological resources conducive to teaching, learning, and research. With diverse students and faculty from all over India, the Institute reflects a truly national character commensurate with its status as an institute of national importance. The Institute is looking for a candidate(s) with a strong passion for institution building.

<b>Job Title</b>	<b>Academic Associate</b> (in the areas of OB/ HR/Operations Management & Quantitative Techniques/Finance/Accounts/I.T. & Computational Systems/Economics /Strategy/Marketing )
<b>Number of Positions</b>	Ten (10)
<b>Age Limit</b>	Below 30 years of age as on the closing date of the receipt of the application. The Institute provides age relaxation as per GOI rules.
<b>Academic Associate Program</b>	<p>The academic Associate Program is designed to prepare qualified individuals with an aptitude for academics/research to work in other educational or research sectors, either public or private. Academic Associates (AA) trainees to learn the art of teaching and research work in an educational setting. They are expected to support and learn from the faculty in their varied academic activities, such as assessment of student performance, providing feedback to the students about their performance, development, and distribution of course materials, assisting in their research, and other related duties assigned by the instructor.</p> <p>It is expected that an A.A. spends up to a maximum of <b>five years</b> in the Institute and picks up the necessary skills and understanding of their area of specialization to take up higher academic positions in other academic institutions in India or abroad. Based on institutional needs, A.A.s are appointed on annual contracts, renewable up to a maximum of five years. A.A.s are paid a monthly consolidated stipend based on industry norms and as determined by the Director based on individual merits, qualifications, and upon such terms and conditions as may be specified in</p>

	the contract. They are not eligible for any other allowances or remuneration.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"> <li>• Assist faculty members in the classroom such as taking attendance, keeping track of class participation, noting deadlines, and other instructions given by the instructor;</li> <li>• Assist faculty in searching for appropriate course material (cases, articles), preparing syllabus under the directions of the faculty, preparing course packs, and ensuring course packs are reproduced and distributed on time;</li> <li>• Evaluate minor assignments and cases such as quizzes, case write-ups, etc., as per the grading rubric given by the instructor;</li> <li>• Maintain the grade book and share the grades with the concerned students;</li> <li>• Inform the instructor of excessive absences by the students;</li> <li>• Assist faculty members in the design and curriculum development, such as case studies, course articles, etc.</li> <li>• Assist faculty members in researching through library search, making copies as needed, etc.</li> <li>• Act as a liaison between the instructor and the students, as needed, and maintain regular communication with the students;</li> <li>• Set up online classes, video conference meetings, etc., as per the schedule and ensure they work properly.</li> <li>• Any other duties assigned by the instructor or the PGP/MDP office, as needed.</li> </ul>
<b>Required Educational Qualifications and Experience</b>	A consistently good academic record with a minimum of a post-graduate degree in M.Sc, MCA, M.A(Economics, Operations Management, Quantitative Techniques or other quantitative areas such as statistics, mathematics, or computer science), M. Com (Finance & Accounts), MBA (Finance, Human Resources, Marketing, Communication, I.T.)
<b>Essential Qualifications</b>	<p>Excellent interpersonal skills in interacting with students, spoken and written English, and knowledge of Microsoft Office professional software.</p> <p>Ability to learn and adapt to new challenges and an aptitude for teaching and research.</p>
<b>Remuneration</b>	Consolidated monthly stipend in the scale of Rs. 25,000/- P.M. to Rs. 35,000/- P.M (depending upon the qualification, experience, and performance in the interview)
<b>Method of Selection</b>	Interview

