

## Job Description: Teaching Fellow

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| <b>Job title</b>                  | Teaching Fellow                  |
| <b>Reports to</b>                 | <i>Course Faculty/Instructor</i> |
| <b>No. of Positions Available</b> | <i>CSE – 2</i>                   |

### Job purpose

Works as a Co-Instructor for undergraduate courses (normally 2 per semester), involving taking tutorials and labs, helping students, managing TAs, 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 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 Exmas and other exam and.
- To assist 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.

### Qualifications

Applicant must have M. Tech degree from a reputed Institute/University in CSE with 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.

### **How to Apply**

Interested candidate need to apply online on <https://iiitd.ac.in/onlinejobapplications/>. The last date of submitting application is **October 10, 2017(Tuesday) by 5 PM.**