

Job Description: Teaching Fellow

Job title	Teaching Fellow
Reports to	<i>Course Faculty</i>
No. of Positions Available	<i>SSH – 2</i>

Job purpose

The Department of Social Sciences and Humanities at the Indraprastha Institute of Information Technology (IIIT Delhi) is looking to hire two teaching fellows (TFs) for the semester beginning August 2018. One TF is required for the delivery of Undergraduate courses in Sociology. The second TF will be responsible for delivery of courses in Psychology and Social Science Research Methods. TF's work as an assistant instructor for undergraduate courses, involving taking tutorials, helping students, managing TAs, preparing/conducting/grading exams and tests etc. and course administration. 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.
- To manage course related labs
- 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 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 attend 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 in Sociology the desired candidate must have a first-class M.A. degree in Sociology. MPhil in the discipline will be preferred.

For the position in Psychology the desired candidate must have a first-class M.A. degree in Psychology. MPhil in the discipline will be preferred. Training in Qualitative and Quantitative research methods and in the use of software tools such as SPSS, QDA Miner, Nvivo, R for analyzing data is desired.

Candidates must have an excellent academic record and proven interest in academic teaching. Prior teaching experience is not essential but candidates with experience in teaching/assisting at the graduate level programme will be preferred. The position is best suited for those who are looking for teaching careers.

Compensation & Terms

The term of appointment will be for the monsoon semester 2018.

The compensation will be Rs. 45,000/- per month with free hostel accommodation or Rs.50,000 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 **June 12, 2018 (Sunday) by 5 PM.**