

Job Description-Teaching Fellow in Sociology

Job title	Teaching Fellow
Reports to	<i>Course Faculty</i>
Area	<i>Sociology/ Social Anthropology</i>
No. of Position Available	<i>1 (one)</i>

Job purpose

The Department of Social Sciences and Humanities at the Indraprastha Institute of Information Technology (IIIT Delhi) is looking to hire teaching fellows (TF) for the semester beginning August 2019. The TF is required for the delivery of Undergraduate courses in the Sociology stream. TFs work as an assistant instructor for undergraduate courses. Their work involves taking tutorials, helping students, managing TAs, preparing/conducting/grading exams and tests. They are also responsible for the overall administration of the course. 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. The candidate are expected to have good understanding of some of the basic courses like Introduction to Sociology/Anthropology, Sociology of India, Urban Sociology, Sociological Theories, Social Research methods, Media Sociology, Gender Studies and Sociology of Science and Technology.

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 program will be preferred. The position is best suited for those who are looking for a career in teaching.

Compensation & Terms

The term of appointment will be for the monsoon semester 2019.

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/jobform/>. The last date of submitting application is **July 15th, 2019 (Monday) by 5 PM.**