

## Job Description: Teaching Fellow

<b>Job title</b>	Teaching Fellow (TF)
<b>Reports to</b>	Course Faculty
<b>No. of Positions Available</b>	SSH-1 (Economics area)

### Job purpose

The Department of Social Sciences and Humanities at Indraprastha Institute of Information Technology (IIIT Delhi) is looking to hire one teaching fellow (TF) for the semester beginning August 2019 in Economics area. TFs are responsible for helping faculty to deliver three courses in Economics and/or related quantitative social science disciplines, e.g. statistical research methods. TFs work as assistant instructors and their responsibilities include taking tutorials, helping students, managing TAs, preparing/conducting/grading exams and tests. They are also responsible for overall course administration. TFs 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 rubrics 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 Department activities.

## Qualifications

The desired candidate must have a first-class M.A. degree in Economics and/or allied areas. MPhil in the discipline will be preferred.

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 careers in the academia.

## 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.

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. 22,500/- 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 candidate need to apply online on <https://iiitd.ac.in/careers/tf>. The last date of submitting application is **June 15, 2019 (Saturday) by 5 PM**.