

## **Job Description**

### **Post Name**

Teaching Assistant, School of Management & Liberal Arts  
(BA/BA Honors)

### **Introduction**

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

The recruit shall be responsible for developing students and making them proficient in the subject and to facilitate & encourage a learning experience which provides students with the opportunity to achieve their individual potential.

### **Roles & Responsibilities**

#### Role of Teaching Assistant:-

- Teaching assistant will primarily assist and support academic staff, faculty members, or other professional staff members in the delivery of teaching or teaching related duties to students in a variety of learning environments.
- The Teaching Assistant will work under the supervision of an academic member of staff and will not be solely responsible for teaching, marking assessments or pastoral care.
- Teaching Assistant is expected to maintain standards of professional ethics appropriate for any member of academic staff.

#### Responsibilities of Teaching Assistant:

- In consultation with the course coordinators and designated faculty for the subject, Teaching Assistants will conduct tutorials and take up teaching assignments of limited nature.
- Along with a faculty of the respective subject or independently, Teaching Assistant should be taking up laboratory demonstrations and support practical sessions.
- Will assist the faculty in maintaining laboratory equipment's, ensuring they are calibrated wherever relevant and in good operational condition.
- Provide guidance where appropriate, including feedback on progress. Assist in the collation of assessment and other programme data for review by the academic by the academic team, including monitoring of attendance.

- Provide technical support on course material, study skills and referring them to appropriate support when in need of hand-holding.
- Prepare for any teaching by acquainting with the core reading of the subject.
- Assisting students in internship programme of the University.
- Invigilation of examinations.
- Providing guidance on the preparation of assignments.
- Assist academic staff with development or update of learning material in hard copy or online through gathering and collation of course materials.
- Respond to student queries related to the subject, provide solutions or connect them to faculty.
- Support and help students organise different club activities and extra-curricular activities.

**Qualification**

Any Graduate/Post Graduate in Arts/Commerce with a minimum 55% (or equivalent grade in a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

**Experience**

Fresher Or experience of similar role from reputed Organization/Institute is preferable

**Skills**

- In depth knowledge of the subject;
- Knowledge of principles, theories, methods, techniques, and strategies pertaining to the subject;
- Counselling skills
- Excellent oral communication skills in English;
- Presentation skills.

**Reporting**

Dean/Associate Dean, GSFCU

**Remuneration**

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- A. The core salary
- B. PF as per applicable statutory norms
- C. Increment (3% - 5%) based on API score as per the API policy for Teaching staff

**Other Benefits**

- Group Medclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

**Selection Procedure****Stage 1 - Written Ability Test**

HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30. Only qualified candidates shall be invited for the further rounds of selection procedure.

**Stage 2 –Personal Interview**

Interviews of the short listed candidates will be conducted by the committee members.

HR shall also share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same in advance or on the interview date. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field.

The solved case study will be extensively discussed with the committee members during the interview (if required).

**Stage 3- Demo Lecture:**

Selected candidates from the Personal Interview round shall be invited to give Demo Lecture for approx.30-35 minutes in front of the committee members as well as the existing faculty members and students. Syllabus or topics shall be shared with candidates in advance.

**Tenure of Appointment**

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. API for Teaching staff.

**Location**

Vadodara, Gujarat.