



Job Title: Teaching Assistant

Job Description:

Teaching Assistants (TAs) will assist faculty with course-related responsibilities such as grading, addressing student queries, managing administrative tasks, and supporting various academic activities as directed by the faculty. Some of the key academic responsibilities may include:

- Assisting in designing course content.
- Finding and organizing appropriate literature and case materials.
- Preparing class notes, slides, and teaching materials.
- Interacting with students, taking tutorials and clarifying doubts.
- Conducting quizzes, grading assignments, and evaluating class participation.
- Preparing case studies, industry notes, and technical materials.
- Taking class attendance and monitoring proxy attendance.
- Assisting in administrative tasks related to course management.
- Providing feedback and analysis on student performance trends.
- Supporting faculty in course related research activities if required.
- Any additional academic assistance as required by the faculty
- The Job description and the Application Form will be provided as separate documents.

Areas

- Economics
- Finance & Accounting
- Information Management
- Marketing
- OB and HR
- Strategy and General Management
- Operations Management and Quantitative Techniques

Candidates are required to clearly mention the area they are applying for.

Eligibility Criteria

- Minimum Educational Qualifications: MBA or an equivalent Master's Degree with strong communication skills in the relevant domain is required
- Preference will be given to candidates with at least one year of academic experience, and PhD candidates will be prioritised
- Age limit criterion:
 - Non- PhD candidates – 28 years
 - PhD holders - 30 years
- Compensation: a consolidated salary of INR 35000
- Apply with CV, Cover Letter, 2 References (1 academic, 1 non-academic) and fill out this form - https://www.imi.edu/delhi/UserFiles/Image/TA_Job-Description_2.pdf
- Submit your application to tarecruitment@imi.edu