**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:

- o Assisting in designing course content.
- o Finding and organizing appropriate literature and case materials.
- o Preparing class notes, slides, and teaching materials.
- o Interacting with students, taking tutorials and clarifying doubts.
- o Conducting quizzes, grading assignments, and evaluating class participation.
- o Preparing case studies, industry notes, and technical materials.
- o Taking class attendance and monitoring proxy attendance.
- o Assisting in administrative tasks related to course management.
- o Providing feedback and analysis on student performance trends.
- o Supporting faculty in course related research activities if required.
- o Any additional academic assistance as required by the faculty
- o 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** by 31st July 2025