

## JOB DESCRIPTION

### 1. JOB DETAILS:

**Job Title:**

**Teaching Assistant**

**Area:**

**Assistance to the Academic Function – AI & DS**

### 2. JOB PURPOSE:

The person shall work closely with the faculty in course deliverables and support the academic service and administration for smooth functioning of the programmes.

### 3. KEY ACCOUNTABILITIES:

#### Description

Shall be responsible to provide the following administrative support to the faculty and students:

1. Assist the faculty (Instructor) in preparing course outline, identifying and collecting reading material, developing teaching notes, marking class participation, conducting and grading examination, assignments.
2. Be available to communicate course and content related questions with students via live, chat, phone or video call, including responding to student emails in timely manner.
3. Keep track of questions and issues during the course; work with instructor to propose revisions to materials for future class offerings.
4. Communicate and collaborate with the lead instructor and other course assistants with goal of developing constructive feedback to student in a timely manner and assuring a common student experience.
5. Administrative support through LMS (Learning Management System). Make sure the smooth functioning of the classes as per the schedule.
6. Conduct tutorials, maintain office hours for facilitating the student doubts.
7. Able to handle all labs under the domain and help the students in learning or working at the lab. Also assist with testing and calibrating the lab equipment in preparation for specific tasks.
8. Give instructions in using the computer labs and programming labs to all the students, regarding the correct usage of the equipment and also help in resolving the queries.

9. Ability to organize and prioritize work for timely completion for both classroom and lab environment.
10. Maintain confidentiality about the student performance and work, discuss confidential information obtained in a course only for appropriate professional purpose and only with persons clearly concerned with such matters.
11. Along with their primary role, as Jio Institute is currently operating in a start-up environment, you may be expected to contribute to various fields of work [ex. special projects, etc.], as needed.
12. Perform other additional responsibilities as requested from time to time.

#### 4. COMMUNICATIONS & WORKING RELATIONSHIPS:

##### Internal:

- Advisory Committee
- Programme Chair
- Faculty Members
- Students
- Other JI teams

##### External:

- External Stakeholders
- Visiting Faculty

#### 5. QUALIFICATIONS, EXPERIENCE & SKILLS:

An ideal candidate is someone who has a strong academic background and aspires to eventually pursue teaching or a doctoral programme.

##### Qualifications:

Master's / Post-Graduate in relevant discipline. Computer science, Data science, Applied Mathematics and Statistics will be preferred.

##### Experience:

Preferably experience in one or more of relevant domains: Machine Learning, NLP, Deep Learning, Computer Vision, Data science & analytics, Databases & big data; with a proven track record of applying them to real problems and real data.

##### Job-Specific Knowledge & Skills:

- Excellent oral, written, and communication skills.
- Excellent analytical skills; demonstrated proficiency in Excel and web-based tools.
- Ability to work with more than one faculty at a time and keeping daily record on progress
- Working knowledge of statistical software and/or programming languages like R, Stata, SQL, Tableau, Hadoop, Python, MATLAB.
- The candidate must have high standards in terms of quality of work, attention to detail, ability to multi-task and absolute commitment to task completion.

## 6. TYPE OF EMPLOYMENT:

This position is a fulltime employment at a fixed term contract for a tenure of 2 years, which can be extended by one year based on the Institute requirement and candidate performance. This can be further extended by one more year however the cumulative tenure shall not exceed a period of 4 years.

## 7. THE JIO INSTITUTE ADVANTAGE:

- Jio Institute provides competitive pay and benefits which are at par with leading higher education institutions.
- The candidate will work with exceptional faculty from renowned international universities and domain experts from industry.
- The candidate will get exposure to the latest pedagogical techniques and different teaching methodologies.
- The institute comes with an enriching campus replete with wide green spaces, sports, and recreational facilities, allowing intellectual minds to find the perfect balance between work and life.
- The candidate will be part of the journey of developing a greenfield higher education institution of top repute and as a result, have a steep learning curve.