



NON-ACADEMIC POSITIONS

Manipal Academy of Higher Education (MAHE), Manipal an *Institute of Eminence Deemed to be University* invites applications from the eligible candidates for the Academic Assistant position at T .A. Pai Management Institute, Manipal a constituent unit of MAHE, Manipal:

ACADEMIC ASSISTANT

Role & Responsibilities

To assist the faculty members in preparation of the academic materials, provide computer data entry support, academic evaluations and its compilation for different courses, and related academic support activities to ensure efficient academic delivery. The typical tasks include:

- Assisting in preparation of course outlines and disseminating to the students.
- Creation and management of courses on the learning management system (LMS).
- Preparation of cost sheets for procurement of course-related material.
- Requisitioning of textbooks, cases, and any other course material.
- Assistance in the preparation of Assurance of Learning (AoL) plan document for the courses for the purpose of AACSB accreditation.
- Marking of students for class participation during case discussions (as per faculty's instructions).
- Conduct of quizzes (done outside class hours)
- Maintenance of attendance records of the course and informing students regularly.
- Invigilation duties during the examinations.
- Distribution of answer scripts to the students.
- Compilation of marks after the evaluation is done.
- Preparation of grading sheet (and computing GPA)
- Preparation of the final AoL report for the purpose of AACSB accreditation and submission to the international accreditation office.
- Additional tasks such as the creation of class links (for online mode), dissemination of the class recordings to the students, and compiling attendance based on the actual login time duration of the students.
- In addition, academic assistants may also be associated with certain offices based on specific requirements. For example, supporting the program/area chairs in organizing advisory board meetings, supporting the corporate engagement team in the tasks related to placements and internships, etc.

Qualification and Experience

Post-graduation with first class. Candidate with prior work experience in academics or industry. Candidates should have good communication skills (verbal & written) and be proficient in using Microsoft Office products. Familiarity with any Learning Management System will be an added advantage.

The subject field in the email must contain: 'Academic Assistant' – TAPMI, 'Manipal'

Candidates possessing the requisite qualification may apply with detailed CV including copies of certificates in support of the qualification and experience on or before June 24, 2022 to:

Deputy Director – HR
Manipal Academy of Higher Education
Manipal 576104, Karnataka
Phone: 0820 2922525
email: jobs@manipal.edu
shridevi.tapmi@manipal.edu