



Research Associate

Description of the Programme: Senior Management Programme - Blended Learning

Job / Role Description: Research Associate for Blended Learning Programme Activities in Executive Education.

- To work closely with faculty members, faculty co-chair and Programme Coordinator of the assigned programme.
- Providing research support in activities related to course design and delivery in any of the eLearning Programmes. This includes help in preparation/revision of course outline, reading list, handouts, simulations, presentation slides etc.
- Coordinating with faculty members and supporting them for course development.
- Supporting the online programme office to develop the programme structure, interfacing with different stakeholders through telephone, email etc.
- Interfacing with technology partner (VCNow).
- To assist the faculty during online session delivery days i.e. on Saturdays and other shareholders in an efficient way to administer the programme. The same applies to conducting exams after every module completion.
- To administer the course page on the Learning Management system (Moodle) by updating, uploading all necessary information, announcements, reading material, uploading examinations, quizzes and assignments and enrolling participants on Moodle
- Maintaining database and handling documentation for e-Learning programme.
- **Coordinating Exam Correction/grading of answer sheets/quizzes/projects/assignments as instructed by faculty member(s).**
- To conduct attendance marking and tabulation, class participation marking and tabulation, setting up necessary teaching aids as instructed, tracking progress in class projects, assignments etc.
- **To provide tutorial support including remedial classes, to students as instructed by faculty member.**
- To mandatory participate in all briefings, discussions and training organized by instructor(s), academic officers, programme chairpersons, Dean, RSDEC, Area Chair.
- **Compulsorily participate attend pre-examination briefing and post examination debriefing by faculty.**
- To report instances of any technical fallback or administration issue during the Studio sessions.
- To report instances of students' behavior that violates Institutes code of conduct.
- To learn such tools, techniques and software applications required for conducting high quality research and apply the same as required by faculty member(s).
- To coordinate with R & P Office, Case Unit etc. for matters related dissemination of research output, registration of cases/teaching notes /exercise etc.

Qualifications: Graduate & above

Skillset: Proficiency in MS-Office

Tenure of the appointment : The appointment is initially for 6 / 12 months with a potential for extension based on performance.

Location: The selected candidate will be working from IIM Ahmedabad campus. IIMA provides access to the library and computer center for all Research Assistants. If selected, the candidate is expected to manage their own accommodation, outside the IIMA campus which is centrally located within the city of Ahmedabad.

Reporting To: Programme Faculty Co-Chairs

Compensation: Compensation will be commensurate with the qualification and experience.

Mode of Application: Please send your updated CV at lalit-exed@iima.ac.in with the subject line "Application for RA - Blended Learning Programme (Long Duration)".

Candidates who have been shortlisted will be invited to a telephone, Zoom/Skype, or in-person interview. Only those selected for an interview will receive communication from us. We will not send rejection letters or emails to applicants who were not selected. Email requests for status updates will not be responded to.

Last date to apply: February 28, 2025
