

Job Description

Post Name

Teaching Assistant (Chemistry)

Introduction

GSFC University is incorporated under the Gujarat Private University (Second Amendment) Act 2014. It is a 'for teaching University' sponsored by the GSFC Education Society - an initiative of Gujarat State Fertilizers and Chemicals Ltd. & presently offers courses in Engineering and Science with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

The recruit shall be responsible for developing students and making them proficient in the subject and to facilitate & encourage a learning experience which provides students with the opportunity to achieve their individual potential.

Roles & Responsibilities

Role of Teaching Assistant:-

- Teaching assistant will primarily assist and support academic staff, faculty members, or other professional staff members in the delivery of teaching or teaching related duties to students in a variety of learning environments.
- The Teaching Assistant will work under the supervision of an academic member of staff and will not be solely responsible for teaching, marking assessments or pastoral care.
- Teaching Assistant is expected to maintain standards of professional ethics appropriate for any member of academic staff.

Responsibilities of Teaching Assistant:

- In consultation with the course coordinators and designated faculty for the subject, Teaching Assistants will conduct tutorials and take up teaching assignments of limited nature.
- Along with a faculty of the respective subject or independently, Teaching Assistant should be taking up laboratory demonstrations and support practical sessions.
- Will assist the faculty in maintaining laboratory equipment's, ensuring they are calibrated wherever relevant and in good operational condition.
- Provide guidance where appropriate, including feedback on progress. Assist in the collation of assessment and other programme data for review by the academic by the academic team, including monitoring of attendance.

- Provide technical support on course material, study skills and referring them to appropriate support when in need of hand-holding.
- Prepare for any teaching by acquainting with the core reading of the subject.
- Assisting students in internship programme of the University.
- Invigilation of examinations.
- Providing guidance on the preparation of assignments.
- Assist academic staff with development or update of learning material in hard copy or online through gathering and collation of course materials.
- Respond to student queries related to the subject, provide solutions or connect them to faculty.
- To Support and help students organise different club activities and extra-curricular activities.

Qualification

M.Sc in Chemistry (full-time) with minimum 55% marks.

Specialization: Physical/Inorganic/Organic

Experience

Essential: Graduate in the concerned subject

Preferable: Relevant experience in the field

Skills

- In depth knowledge of the subject;
- Knowledge of principles, theories, methods, techniques, and strategies pertaining to the subject;
- Counselling skills
- Excellent oral communication;
- Presentation skills.

Reporting

Reporting Authority : Course Coordinator

Sanctioning Authority: Dean- School of Science & Management

Remuneration

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

Other Benefits

- Group Mediciam, Insurance Policy and Group Personal Accident Policy
- Flexi Timings as per University Policy
- Treatment at GSFC Medical Center on applicable terms

Selection Procedure

Stage 1- Online Examination:

The initial phase of selection shall be an Online examination. The examination shall be for a period of 30 minutes containing 45 objective

questions. The date, time and venue of the Examination shall be declared through mail.

Stage 2- (a) Case Study/Assignment:

In the second phase of the selection process, HR shall share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same before the interview. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his./her field. The solved case study will be extensively discussed with the expert panel during the interview.

Stage 2 – (b) Demo Lecture:

HR shall be sharing the few topics from the syllabus with the candidate and he/she is expected to prepare a specific topic. He/She will have to take one whole session i.e. approximately forty five minutes - thirty minutes in front of the Panel as well as the students.

Stage 3- Interview Process:

In the last phase, interviews of shortlisted candidates will be conducted. Scores of all the tests shall be combined and the candidate will be ranked accordingly. The interviews will be conducted by the Selection Committee. The Selection Committee shall consist of the following members:

- Director (Administration) or his nominee
- HR Head
- Dean (SOS)
- Industry Expert
- Academic Expert

The experts shall be related to the concerned subject and nominated by the President.

Contract Period

Five years contract. The incumbent will be on probation of one year after initial appointment.

Employment terms and Extension of contract

The employment shall be on purely on contractual basis. Based upon the Performance Appraisal and Management's decision, contract shall be extended/ renewed.

Location

Vadodara, Gujarat. However some tours to various industrial units within India and visits to other academic and R & D establishments will be expected.