

JOB DESCRIPTION and JOB SPECIFICATION

Job Title	Asst. Professor	Job Code	<i>JD/GIET/003</i>
Reports to	HOD	No of Job Holders	1
Department	GIET	Last Update	20/08/2018
Operating Division	GIET	Approved Date	

1. JOB PURPOSE:

This position is for the teaching role who will be responsible for preparing and implementing a full educational teaching plan. Responsibilities include coordination, scheduling and monitoring.

2. ORGANIZATION CHART:

Separate

3. DIMENSIONS:

RESPONSIBILITY FOR PEOPLE: Department staffs associated with departments

RESPONSIBILITY FOR FINANCIALS: None

4. RESPONSIBILITIES:

- Fresher-2Years of experience is required in Teaching.
- Teaches courses in the discipline area **English Literature**
- Has experience and is qualified to teach at undergraduate and graduate levels and contributes to research in a specialized field.
- Requires a BA And MA or terminal degree appropriate to the field of teaching.
- Develops and designs curriculum plans to foster student learning, stimulate class discussions, and ensures student engagement.
- Provides tutoring and academic counselling to students, maintains class related records, and assesses student coursework. Collaborates and supports colleagues regarding research interests and co-curricular activities.
- Initiate, facilitate, and moderate classroom discussions.
- Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.
- Maintain regularly scheduled office hours in order to advise and assist students.
- Typically reports to a department head.

5. DECISION MAKING AUTHORITY:

Seeks approval of Manager before taking any financial decisions, if it is above 2500 limit

6. COMMUNICATIONS AND RELATIONSHIPS:

Internal: Managers, department personnel, employees, clients and visitors

External: Professional interaction with the clients and other visitors

7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED FOR JOB	
Education	BA/MA in English preferred, if pursuing MA can also apply
Experience	Fresher -2 years of Experience.
Language skills	Written and verbal communication in English and Hindi.
Working Conditions	Work is performed with considerable independence and requires excellent collaboration and coordination skills. Involves considerable standing and walking. May have to face unruly elements in the course of duty, requires good observation skills and initiative