

## JOB DESCRIPTION and JOB SPECIFICATION

<b>Job Title</b>	Asst. Professor	<b>Job Code</b>	<i>JC/GCAD/001</i>
<b>Reports to</b>	HOD	<b>No of Job Holders</b>	1
<b>Department</b>	<b>GCAD</b>	<b>Last Update</b>	13/08/2018
<b>Operating Division</b>	GCAD	<b>Approved Date</b>	

### 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:

- 2 years of experience is required either in Teaching/Field
- Prepare and deliver lectures to undergraduate and/or graduate students on topics such as architectural design methods, aesthetics and design, and structures and materials.
- Teach courses in architecture and architectural design, such as architectural environmental design, interior architecture/design, and landscape architecture.
- Evaluate and grade students' work, including work performed in design studios.
- Initiate, facilitate, and moderate classroom discussions.
- Should have sound knowledge on the Architecture tools like AUTOCAD, Photoshop, 3D Max, Revit.
- Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.
- Maintain student attendance records, grades, and other required records.
- Maintain regularly scheduled office hours in order to advise and assist students.

### 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** Post Graduate from a recognised university

**Experience** Minimum of 2-3 years' experience either in teaching/field.

**Language skills** Written and verbal communication in Hindi and English

**Working Conditions** \*Have to stay in-campus(Gurukul)\* 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