

## **JOB DESCRIPTION**

Position: Academic Associate

Location: Sonapat, NCR of Delhi.

CTC: 4.8 to 5 Lakhs per annum

**Experience Required:** 1-2 Years

## **ABOUT US**

Rishihood University (RU) has been established under The Haryana Private Universities (Amendment) Act, 2020 and is empowered to award degrees as specified in section 22 of the UGC Act, 1956.

Rishihood University is India's first and only impact university. 'Impact' is the living spirit of Rishihood. The purpose of education envisioned by the thought leaders of our civilization and that which has motivated the founders to build Rishihood University is beyond just awarding degrees and jobs. The purpose of education is to achieve the highest potential in a learner i.e., Rishihood. Rishihood University provides a unique mix of globally relevant education that is rooted in Indian ideas, quality education that is affordable, and multi-disciplinary exposure with the cutting-edge skills of a specialist. To achieve this outcome, education cannot be limited to the classrooms. RU is a fully residential campus where living and learning seamlessly integrate throughout the day. RU faculty and learners have active participation with society, industry, researchers, entrepreneurs, and policymakers. This keeps the learning at RU focused on solving the biggest challenges faced by humanity and prepares our learners for the real world. It is time India builds universities driven by a higher purpose, that have a strongly committed board to back it, and that redefine the way education is imparted both within and outside the classroom. Rishihood is a bold initiative to fulfil this idea. Hence, we are looking for like-minded founding faculty members at Rishihood University.

Rishihood is looking for a person with good academic credentials who would be interested in pursuing an academic career. As Academic Associate, you will play a key role in implementing the Rishihood University curriculum of the new four-year UG Programme (FYUP). It will provide you with a platform for learning, as well as hands-on experience of working with Faculty Members and Students giving an insight into the functioning of academia at Rishihood University.

## **RESPONSIBILITIES:**

1. Manage the cohort.
2. Reiterate the important communications shared by the instructors to the learners (such as assignment topics, deadlines for submissions, scheduled quizzes and other events during the sessions).
3. Work with faculty and learners for attendance, assignments, assessment and other teaching-learning supportive activities.
4. Coordinate when necessary, with IT and facilities admin to fulfil basic infrastructure requirements of the instructors for the classrooms and auditoriums.
5. On a need basis, conduct tutorial sessions for learners to reiterate the learning. For this, the Associate will have to be familiar with the content of the courses delivered by the instructors for the RU foundation.
6. File daily/weekly reports about the sessions for the review of the Office of Academic Affairs.
7. Collect data on learner performance, behaviour, achievement of learning outcomes and so on, and share with the Office of Academic Affairs.
8. Support the Office of Academic Affairs in the documentation of academic data.
9. Assist the Office of Academic Affairs in managing academic events, conferences, special programs, fairs and so on.

**Required Skills and Aptitude:** To fulfil the responsibilities, the Associate is expected to demonstrate:

1. Attention to detail.
2. Humility and compassion when dealing with learners.
3. Capacity to be assertive without being aggressive.
4. Excellent etiquette in communication - both spoken as well written.
5. Deep interest in learning.
6. Good people skills in getting acquainted with all the personnel responsible for the dependent functions.
7. Inclination to quickly learn new technologies.

**Qualifications:**

1. Bachelor's degree, preferably in Computer Science, Information Technology, Education or a related field
2. Fresh graduates are welcome to apply.
3. Prior experience in LMS administration or a similar role is not required but would be an advantage.

If you are a recent graduate interested in exploring the intersectionality of education and technology and willing to chart a career in the higher education domain, we encourage you to apply for this exciting opportunity. We are committed to providing a supportive and inclusive work environment, where you can learn and grow while making a positive impact on the university's academic programs and student experience.

Those interested in this role, please fill the form: <http://shorturl.at/cqzM4>