



## **INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR WRITING STUDIO**

### **Advertisement For Teaching and a Senior Teaching Associates**

Indian Institute of Technology Gandhinagar is inviting applications for the following positions at the Writing Studio:

- 1. Teaching Associate (four vacancies)**
- 2. Senior Teaching Associate (one vacancy)**

The Writing Studio aims to cultivate a comprehensive writing culture, cutting across different disciplines. We have a varied cohort of undergraduate, postgraduate, and doctoral students in Engineering, Science, and Humanities and Social Sciences. In this diverse community, a section lacks fluency in written and spoken English. There is also a dearth of substantial reading habits and writing practice among many of them. The Writing Studio offers its services to address these issues, enhance the students' proficiency in communication, and provide them with resources for academic success.

#### **A. Teaching Associate**

Number of vacancies: 4

Remuneration: 30,000-50,000 INR per month (based on qualification and experience)

Nature of post: Contractual, full-time

Tenure: Initially for one year (with the possibility of extension based on performance)

Qualification: BTech/BE/BSc or Master's/Doctorate degree in any discipline

Ideal candidates should demonstrate

- Experience in teaching
- Experience in developing innovative curricula and pedagogical tools

Required documents:

1. Detailed C.V.
2. Writing sample

Last date to apply: 8/11/2022

The main duties and responsibilities of the Teaching Associate include

1. Develop writing curricula for engineering/science/humanities courses through interaction with faculty and students.
2. Provide support to instructors in formulating, tutoring, and grading the writing components of science and engineering courses.

3. Teach foundational English courses for UG and PG students
4. Teach technical writing courses for BTech, Mtech, MSc, Ph.D. students & postdocs
5. Conduct writing workshops for students of various levels (BTech, Mtech, MSc, Ph.D. & postdocs)
6. Conduct one-on-one sessions to help students with specific writing deficiencies.
  - Ideal candidates should demonstrate experience in teaching
  - Experience in developing innovative curricula and pedagogical tools

## **B. Senior Teaching Associate**

Number of vacancies: 1

Remuneration: 50,000-70,000 INR per month (based on qualification and experience)

Nature of post: Contractual, full-time

Tenure: Initially for one year (with the possibility of extension based on performance)

Qualification: BTech/BE/BSc or Master's/Doctorate degree in any discipline

Ideal candidates should demonstrate

- Experience in English teaching and curriculum development
- Proven leadership and project management experience
- Previous experience in writing centers is preferred

Required documents:

1. Detailed C.V.
2. Writing sample
3. Curriculum design sample

Last date to apply: 8/11/2022

The main duties and responsibilities of the Senior Teaching Associate include

1. Provide leadership and set goals for all WS activities
2. Monitor and guide the progress of team members
3. Create new initiatives in collaboration with faculty members and the coordinator
  - Ideal candidates should demonstrate experience in English teaching and curriculum development
  - Proven leadership and project management experience
  - Previous experience in Writing Centres is preferred.

Please fill and submit [this Google Form](https://forms.gle/fYtKPTN8L8RBumog6) (URL: <https://forms.gle/fYtKPTN8L8RBumog6>).

We request you upload your required documents as well. Selection will be based on an interview with shortlisted candidates, and the time and place of the interview will be communicated through email. For any questions, please contact at [writing.studio@iitgn.ac.in](mailto:writing.studio@iitgn.ac.in).