

Job Vacancy: Academic Associate

IIM KASHIPUR intends to engage an **Academic Associate** in **Organizational Behavior and Human Resource** area on the following terms and conditions:

Job responsibilities: Academic Associate (AAs) shall assist the faculty in teaching, research related activities, and assisting in arranging seminars, workshops or programs.

Required qualifications:

1. **Necessary:**
 - a. MBA in OBHR or Master in Commerce/Social Science/Humanities
 - b. Demonstrated/possess good written and verbal skills.
2. **Preferable:**
 - a. Similar prior experience in the education industry
 - b. Proficiency in handling Microsoft Excel, Word, PowerPoint
 - c. Experience in handling online and offline library search
 - d. Management skills

Remuneration: Academic Associate will be given a stipend between Rs 20,000 to Rs 30,000 per month depending on qualifications, experience, merit, performance in the interview/test. Support will be provided for attending one national conference per year.

Duration: Appointments will be made purely on contract basis for a period of one year initially and renewable annually depending on the performance. It is expected that an Academic Associate spends a maximum of three years in the Institute and leave the Institute to take up higher academic positions in other Institutions after that.

The candidate will be required to join within 15 days after selection.

How to apply

Application forms can be submitted online only on or before June 10, 2018 on following link <http://recruitment.iimkashipur.ac.in/associate/>