



Job Description for “Assistant Professor ”

Academics wing of SIES SOP PTC, Nerul Campus

Roles & Responsibilities:

1. Teaching (Academics)

- Teaching classes at the Post Graduate & Graduate Level.
- Coordinating with internal and visiting faculty for lectures.
- Organize and assist in Industrial Visits & study tours.
- Assisting in preparation of lecture / practical schedules
- Arranging and conducting practical sessions.
- Supervising & Guiding Student Projects.
- Capable to understand latest trends and Incorporate them in the curriculum.
- Making course modules and reading materials for PGD & GD students.
- Preparing question papers and evaluating papers after examinations.

2. Research

- Participating in conferences to give talks, share research results, and stay abreast of what is currently going on in their field of study.
- Traveling to other universities or research centres to collaborate on projects and to give invited colloquium or seminar talks
- Reading papers, journals, or books to keep updated on new advancements in their area of research.
- Writing reviews, research papers/articles in national & international publications

3. Administration:

- Assisting the Academic head during admissions.
- Assistance in training, internship, placement & convocation for students.
- Organizing & assisting in Training programs for Industry personnel.
- Organizing and participating in outreach activities in the community.

4. Qualifications / Skills:

1. Post Graduation in Science / Engineering / Technology. Additional Qualification in Packaging Technology may be given priority.
2. A combination of excellent Interpersonal, Communication and Coordination skills to efficiently manage the academics is a must.

5. Work Experience:

3 to 5 Years Experience in Academics / Research / Industrial Environment. Exposure / Experience in Packaging Education & Training may be given priority.

6. Remuneration:

This is negotiable but will be the best in the category.