

CALL FOR TEACHING ASSISTANT

for Architecture Design Studio

INTRODUCTION

The KRVI A invites applications from students for five teaching positions, one for each year of the Architecture Design Studio. The Director, in consultation with Dean Academics, Dean Research and Dean B. Arch will make the final determination of TA assignments. TA positions are awarded based on the basis of academic qualifications and personal abilities.

ELIGIBILITY

- This position is for one academic year, beginning in May 2017 to May 2018, except the 4th Year Studio which will be from May 2017 to November 2017.
- The Candidate has to be a graduate of KRVI A and in good academic standing.
- Preferably a student from the immediate graduating batch having submitted and completed their Academic commitments.
- If no appropriate candidate from the immediate batch is found to be eligible, the position may be thrown open to other KRVI A graduates from the previous two batches.
- This commitment should not conflict with any other positions or post held in a professional or academic capacity by the applicant.

ROLE & RESPONSIBILITIES

- A TA assists faculty with the general duties of preparing for class and provides logistical support - academic as well as administrative, or coordination as needed for coursework, course/AV set up, room scheduling, transportation, etc.
- Co-ordinate between students and faculty and be available via email & phone for assistance.
- To compile the design brief for both the terms in coordination with the faculty.
- To prepare the timelines/schedule for the entire year with presentation dates, review dates coordinated with the college calendar and in consultation with the Faculty.
- To gather all the required, visual data, maps, drawings of the site(s).
- Coordinate Site and Study Trips with Year Masters, Faculty and students. Prepare potential studio trips and approximate expenses for the year in coordination with the Study Trip committee so that students can be informed in advance about expense planning for the year.
- Attending the study trip will be mandatory for the TA.
- Coordinate with Guest Speakers/Jurors before, during and after their involvement in the course.
- Co-ordinate student submissions prior to juries; pin-up locations etc.
- Scan and post readings
- Co-ordinate Attendance if so required especially medical leave of absence or otherwise.
- Collect assignments
- Manage Moodle on the KRVI A network
- They will NOT assign grades or serve as substitute instructors in the absence of the instructor of record but assist in compiling the grades given by different faculty and establish the final grades of the students.
- Receive approval on student final grades from the course instructor before they are submitted to the registrar.
- At the end of every semester the TA will have to facilitate the documentation of student work and Studio Process along with the help of a few designated students from that batch. This is of prime importance as part of the TA's responsibilities and as part of the archiving of studio methods and results. This will have to culminate in a bound A3 size copy along with an editable soft copy for records with the library.
- During the allocated time at the institute they may not assist faculty in any professional or personal work not directly related to instruction at the KRVI A.

TIME COMMITMENT

- 7 hours per week, 7:50am to 11:20am, Tuesdays and Fridays and additional as required based on job description above.
- 12-12.50 on Tuesday and Friday and 7.50 -9.40 on Wednesday and additional time for common reviews once a month.
- They will be paid Rs 280 per hour as per their appointment letter. Any additional time will be similarly compensated with approval of the studio head and Dean B.Arch.

Please complete and email this form to admin@krvia.ac.in & dean.barch@krvia.ac.in.

For any questions, please call 022-26700918, 022-26208539

DEADLINE FOR APPLICATIONS: MAY 18th 2017

INTERVIEW FOR APPLICANTS: MAY 30th 2017 9AM ONWARDS

TEACHING ASSISTANT APPLICATION FORM

for Architecture Design Studio

Name: _____

Address: _____

Mobile number: _____ Residence Number: _____

E-mail: _____

Student ID No: _____ Graduating Batch: _____

Choice in Order of Preference: _____

1st Year AD Studio _____

2nd Year AD Studio _____

3rd Year AD Studio _____

4th Year AD Studio _____

5th Year AD & Thesis Studio _____

Short note explaining why you are the right candidate for this position and how it will benefit you

Please attach a detailed resume.