

**Name of the Post:** Teaching Assistant for Post Graduate Diploma in Trauma Focused Therapy and Certification in Trauma Informed Care, School of Human Ecology, TISS Mumbai

**Location:** Mumbai

**Duration:** 4 months (February to June 2022), extendable upon satisfactory performance

**Nature of Engagement:** Part- time (10 - 15 hours a week)

**Remuneration:** INR 30,000 /- per month

**Last Date of Application:** 8<sup>th</sup> February 2022

The School of Human Ecology is looking for a Teaching Assistant (T.A) for our two courses in Trauma Therapy.

**Job Description:** The Teaching Assistant will be assisting faculty in preparation of material, organization of the course and evaluation during the running semesters.

1. Collate and curate teaching materials, assist in creating powerpoints/ associated teaching and learning aids.
2. Assist in developing scripts for role plays, case studies etc.
3. Assist in evaluation and documentation.
4. Coordinating with students in the courses regarding tasks and deadlines
5. Generating creative content regarding the course, such as announcements, posters etc.

N.B.: The Teaching Assistant will not be required to conduct classes by themselves.

**Essential Qualifications:**

1. Post Graduate in Clinical/ Counselling Psychology with relevant experience in clinical practice and/or teaching. Candidates with M.Phil and having a foundation in trauma-informed approach will be preferred.
2. Conversant with MS powerpoint and ability to create collaterals like flyers, posters etc using softwares like Canva
3. Good communication skills in English and Hindi
4. Ability to work in a team with quick turn around time

**Application Procedure**

Please send the following documents by email to [Sukanya.ray@tiss.edu](mailto:Sukanya.ray@tiss.edu) and [chetna.d@tiss.edu](mailto:chetna.d@tiss.edu) with the Subject Line: "Application for Teaching Assistant":

1. A cover letter
2. Updated curriculum vitae
3. 1 letter of recommendation from erstwhile Faculty/ Supervisor

The institute reserves the right to invite candidates for an interview. Only shortlisted candidates will be intimated.

