**Role : Research Associate / Teaching Assistant**

**Department : Welingkar research Center (WRC)**

**Qualification : Postgraduate**

**Experience : Min. 2 years;**

**Broad Responsibilities**

* To provide support to the team of research to do collaborative research & develop a competitive edge for the function.
* Improve or promote the research outcome and follow the research policy guidelines from time to time.
* To strive for developing high standards of conduct in the field of creative research.

**Main Duties**

* Working independently to manage the on-going delivery of research projects.
* Support in conducting & developing innovative, quality & collaborative research.
* Performing research on projects in collaboration with external organizations (including academic departments).
* Providing statistical and analytical support to the research team and across the Directorate (including Standards and Comparability), as required.
* Support Government and University projects.
* Participate and contribute to various Committees/ Boards, which are in place for the institute’s decision-making and governance.
* Providing research input to and collaborating with members of the relevant technical advisory groups and committees.
* Responsible to work functional & cross functional team to capture new knowledge & practice.
* Contribute to the publication of reports, articles, and data.
* Ensure that key outputs are delivered as per agreed deadlines to the highest standard.
* Manage members of the research team and work with the Dean of Research to ensure all research outputs are high.
* Contribute in Institutional Activities, such as Audits, regulatory compliance, Accreditation (national & International), selection of students, Foundation Fortnight, conferences, Seminars, Roundtables.
* Strengthen and contribute to Institute’s industry-academia interface/engagements with key stakeholders, i.e.: alumni, international partners, other domestic partners/alliances.
* Spearhead specific program / other initiatives .as and when allocated to you.
* Respond to internal and external queries about research.
* Contribute towards other assignments/projects as directed by the HOD and Performing any other reasonable duties as directed by line management.

**Accreditation:**

* Take on any role as may be designated by management with respect to accrditation.
* Follow the guidelines & maintain records as may be required time to time to enable achieving accrditation standards.
* From time to time, the Institute expects your involvement and support for specific initiatives/events that may not have been planned for in the beginning of the academic year.
* In such instances, you may be expected to be present in Campus, if required on Saturdays/Sundays/Holidays. Suitable compensatory off can be availed, in discussion with Dean.