

# CALL FOR TEACHING ASSISTANTS

2018-19

## for Architecture Design & Thesis Studio

### INTRODUCTION

The KR VIA invites applications from students for **nine** teaching positions, one each for the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> years of the Architecture Design Studio, 2 nos for 4<sup>th</sup> Year and 5 nos for the 5<sup>th</sup> year. The Director, in consultation with Dean Academics 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. Because of limited resources all positions are subject to availability and funding.

### ELIGIBILITY

- This position is for one academic year, beginning in May 2018 to May 2019, except the 4<sup>th</sup> Year Studio and the Bridge Studios, which will be from May 2018 to November 2018.
- The Candidate has to be a graduate of KR VIA and in good academic standing.
- Preferably is a student from the immediate graduating batch having submitted and completed their Academic commitments.
- If no candidate from the immediate batch is found to be eligible, the position may be thrown open to other KR VIA 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 for students and faculty.
- 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
- Create and manage the ERP on the KR VIA network

- They may 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 the 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. Failure to submit this will result in non-issuance of any recommendations being issued by the Director & the Deans.
- They may not assist faculty in any professional or personal work not directly related to instruction at the KRVIA.

#### TIME COMMITMENT

- 7 hours per week, 7:50 am to 11:20 am or as required, Tuesdays and Fridays and additional as required based on job description above.
- They will be paid Rs 295 per hour of logged in time at the Admin office.

Please complete and email this form to [admin@krvia.ac.in](mailto:admin@krvia.ac.in) with cc to [dean.barch@krvia.ac.in](mailto:dean.barch@krvia.ac.in)

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

DEADLINE FOR APPLICATIONS:

**4<sup>th</sup> MAY 2018**

# TEACHING ASSISTANT APPLICATION FORM

for Architecture Design & Thesis Studio

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile number: \_\_\_\_\_ Residence Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Student ID No: \_\_\_\_\_ Graduating Batch Year : \_\_\_\_\_

Choice in Order of Preference: \_\_\_\_\_

1<sup>st</sup> Year AD Studio \_\_\_\_\_

2<sup>nd</sup> Year AD Studio \_\_\_\_\_

3<sup>rd</sup> Year AD Studio \_\_\_\_\_

4<sup>th</sup> Year AD Studio \_\_\_\_\_

5<sup>th</sup> Year Bridge Studio \_\_\_\_\_

5<sup>th</sup> Year Thesis Studio \_\_\_\_\_

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

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Please attach a detailed resume along with a portfolio not exceeding 10 MB.