

Industrial Psychology
Practical 3
Part A
(To be referred by students)

Topic: Writing a Job Analysis (Job Description + Job Specification) with the following parameters:

Job Description:

- Job Title
- Job Location
- Job Summary
- Reporting to
- Working conditions
- Job Duties
- Machines to be used
- Hazards

In addition, include the following parameters:

- Roles and duties
- Salary range
- Skills needed
- Educational qualifications
- Organisational Goals

Job Specification:

- Qualification
- Experience
- Training
- Skills
- Responsibilities
- Emotional Characteristics
- Sensory Demands

Name:

Class: B.Tech (CSBS)

Semester: VIII

Roll no.: A016

Date of experiment: 04/01/23

Part B
(To be Done by students)

Job Analysis of Cyber Café Attendant

JOB DESCRIPTION

Job Title: Cyber Café Attendant

Job Location: Mumbai, India

Job Summary: Our company is seeking to hire an attendant who Help customers with the use of computers, applications and internet usage. Respond to customers who encounter error messages while accessing websites, emailing or downloading content. Provide excellent customer care and assist clients to complete forms and returns for KRA, NTSA, NHIF and other e-government services. Assist customers with downloads, printing, scanning, attaching and emailing documents. Monitor use of computers, media equipment, printing equipment and other machines to ensure compliance with café policies and applicable laws and regulations. Sell computer accessories, stationery and other cyber related goods and services while providing advice to customers on care and usage. Troubleshoot hardware, terminals, software and connectivity issues. Track customers' time and charges at computer terminals and keep daily records. Clean computer areas and tables and keep the premises neat and tidy. Anticipate and promote computer and Internet-related products and services of the venture. Support the cybercafé owner in basic record keeping/bookkeeping. Operate the various printing machinery in the cybercafé including heat press machines and screen printers

Reporting To: Owner

Working Condition: At store

Job Duties:

- Researching, designing, implementing, and managing software programs
- Testing and evaluating new programs
- Identifying areas for modification in existing programs and subsequently developing these modifications
- Developing quality assurance procedures
- Deploying software tools, processes, and metrics
- Maintaining and upgrading existing systems
- Training users

Machines to be Used: Laptop to be provided by the company

Hazards: High risk paying job with long time working at late night

JOB SPECIFICATION

Qualifications: A bachelor's degree in computer science, software engineering

Experience: 3-5 years of experience as cafe attendant

Training: According to the role the training will be given

Skills:

- Analysis
- General Programming Skills
- Software Debugging
- Software Testing
- Problem Solving
- Teamwork
- Software Requirements

Requirements:

- Holding or pursuing diploma or certificate course
- Final year student
- Intercultural communication skills
- Ability to work under minimal supervision
- Professionalism and reliability

Emotional Characteristics:

- Patient
- Decisive thinker
- Team player

Sensory Demands:

- Reading
- Watching
- Studying
- Observing

Job Analysis for Professor
Job Description

Company Name: NMIMS

Job title: Professor

Reports to: Course coordinator

Job Family: Academic

Location: Lower Parel, Mumbai

Salary Range: Salary ranges between ₹ 2.3 Lakhs to ₹ 8.0 Lakhs with an average annual salary of ₹ 4.3 Lakhs.

Position Summary: We are looking for a well-organised, resourceful professor to join our excellent faculty. The professor's responsibilities include, but are not limited to, teaching a requisite number of graduate classes, assisting with the development of course material, supervising postgraduate students, regularly publishing journal articles, serving on committees, attending conferences, writing proposals for grants, delivering presentations, and handling other administrative duties.

To be successful as a professor, you should be able to balance teaching and research responsibilities. Outstanding professors are able to conduct independent research, accurately allocate resources, and provide subject-related and management advice to the faculty.

Duties:

1. Develops, plans, and implements curriculum, lesson plans, and educational programs for student audiences within areas of expertise.
2. Advises, tests, and teaches students audiences in a variety of academic subjects. Presents and reinforces learning concepts within a specified subject or subject area.
3. Answers student inquiries and resolves problems related to curriculum and course prerequisites, referring to catalogs, written course descriptions, and other appropriate sources.
4. Prepares appropriate documentation and reports on programs and on student progress.
5. Coordinates retention activities including student mentor programs, tutor services, advising, and study skills workshops; plans, develops, and coordinates special events.
6. May oversee academic and financial aid/scholarship advisement.
7. Traveling to other universities or academic settings to participate in learning opportunities and gain experience.
8. Providing training and mentoring to teaching assistants and junior lecturers.

9. Assisting with student recruitment, interviews, and academic counseling sessions.
10. Contributing to the creation of an environment that promotes growth, equality, and freedom of speech.

Working Conditions and Physical Effort:

- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.
- Light physical effort; requires handling of average-weight objects up to 10 lbs or some standing and/or walking.

Machines to be used:

1. Basic PC/Laptop use.
2. Good knowledge of working with excel sheets.
3. Comfortable adapting to school/college software.

Job specification

Qualifications: A Ph.D. in the relevant field.

Experience: 3-10 years of experience teaching in an academic setting.

Training: Required training provided

Skills :

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather data, compile information, and prepare reports.
- Ability to plan and implement promotional programs.
- Ability to evaluate, design, and implement curriculum, testing, and/or teaching methodologies.
- Knowledge of adult learning theory and methodologies.
- Ability to develop and present educational programs and/or workshops.

Responsibilities:

- Published articles and proven experience as an academic.
- Strong teaching and mentoring skills.
- Excellent presentation, and written and verbal communication skills.
- A sound understanding of and passion for subject matter.
- Willingness to work long hours, and travel frequently.
- A growth mindset and excellent networking abilities.

Emotional characteristics:

- Altruistic and generous.
- A good listener.
- Patient. She has to give the students their time to learn and understand.
- Prepared and professional.
- Empathetic and encouraging.
- Passionate.

Sensory demands:

- Speak clearly so listeners can understand.
- See details of objects that are less than a few feet away.
- Understand the speech of another person.