

Job Title: Teaching Assistant for Epidemiology 320

**2 open positions at 25% FTE (10 hours/week) and
1 open position at 50% FTE (20 hours/week)**

Department: Epidemiology
Date Available: Winter & Spring 2018, 12/16/17-6/15/18
Application Deadline:

The ASE contract stipulates that open-hire positions be posted for a minimum of 1 week. Following that guideline, this position is open until filled, but priority will be given to students who apply no later than 10/12/2017.

General Duties/Description:
See attached job description

Requirements:
Ideal candidates will be PhD students in Epidemiology but advanced master's degree students in Epidemiology will also be considered.

Salary:
Salary and benefits are competitive. Salary is commensurate with academic standing, qualifications, and experience.

How to Apply:
Provide a cover letter and CV to Janet Baseman at jbaseman@uw.edu.

Application inquiries may be made with:
Janet Baseman, PhD
jbaseman@uw.edu

Notes:
This job classification is governed by a negotiated labor contract and is subject to union shop provisions. For more information about union shop provisions, visit:
<http://www.washington.edu/admin/hr/jobs/apl/union-info.html>

[The University of Washington is an equal opportunity, affirmative action employer.](#) To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (tty) or dso@u.washington.edu.

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Teaching Assistant Job Description

TA Name:	TBD
Appointment Period:	Winter & Spring 2018, 12/16/17-06/15/18
Course Name:	Epi 320
Appointment FTE:	2 @ 25%, 1 @ 50%
Currently Scheduled Course Meeting Times:	TBD
Faculty Supervisor:	Kristjana Asbjornsdottir

Check all duties that apply to this individual:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Attend all lectures <input checked="" type="checkbox"/> Conduct quiz section meetings <input checked="" type="checkbox"/> Facilitate discussions <input checked="" type="checkbox"/> Prepare lectures for quiz sections <input checked="" type="checkbox"/> Prepare review materials for quiz sections <input checked="" type="checkbox"/> Hold extra review sessions for exams <input checked="" type="checkbox"/> Obtain room for review sessions <input type="checkbox"/> Request or acquire necessary equipment <input checked="" type="checkbox"/> Hold regular office hours
1-2 hours per week <input type="checkbox"/> Tutor students <input checked="" type="checkbox"/> Manage and respond to course-related e-mail <input checked="" type="checkbox"/> Prepare webpage for course materials <input checked="" type="checkbox"/> Maintain (update) webpage for course materials <input type="checkbox"/> Develop and maintain electronic bulletin boards, discussion sites, etc. <input checked="" type="checkbox"/> Prepare test questions <input checked="" type="checkbox"/> Proctor exams <input checked="" type="checkbox"/> Score exams | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Maintain grading records <input checked="" type="checkbox"/> Prepare course attendance records <input checked="" type="checkbox"/> Maintain course attendance records <input checked="" type="checkbox"/> Maintain records on individual students' assignment completion <input type="checkbox"/> Calculate quarter grades <input checked="" type="checkbox"/> Request student assessments for course <input checked="" type="checkbox"/> Coordinate with OEA for course evaluations <input type="checkbox"/> Prepare lecture materials <input checked="" type="checkbox"/> Present lectures <input type="checkbox"/> Prepare overheads <input checked="" type="checkbox"/> Prepare handout materials <input type="checkbox"/> Review literature <input checked="" type="checkbox"/> Place course materials on library reserve <input checked="" type="checkbox"/> Attend instructor/TA meetings <input type="checkbox"/> Act as liaison/mediator between student and professor <input type="checkbox"/> Review textbooks for use <input type="checkbox"/> Order textbooks |
|---|--|

Other specific duties: