

Job Title: Teaching Assistant for EPI 320

25% FTE appointment (10 hours/week)

Department: Epidemiology
Date Available: Spring 20: 3/16/20- 6/15/20

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 **Friday, January 24, 2020**.

General Duties/Description:

See attached job description

Requirements:

Completion of Epi 512 and 513. Epidemiology PhD students preferred but MPH/MS students also 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 Kristjana Asbjornsdottir at kasbjorn@uw.edu

Application inquiries may be made with:

Kasbjorn@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: | Spring 20: 3/16/20 -6/15/20 |
| Course Name: | EPI 320: Introduction to Epidemiology |
| Appointment FTE: | 25% FTE (10 hours/week) |
| Currently Scheduled Course Meeting Times: | Monday, Wednesday @ 3:30pm – 5:20pm |
| Faculty Supervisor: | Kristjana Asbjornsdottir |

Check all duties that apply to this individual:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Attend lectures [all] <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 <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 | <input type="checkbox"/> Maintain grading records <input type="checkbox"/> Prepare course attendance records <input type="checkbox"/> Maintain course attendance records <input checked="" type="checkbox"/> Maintain records on individual students' assignment completion <input type="checkbox"/> Calculate quarter grades <input type="checkbox"/> Request student assessments for course <input type="checkbox"/> Coordinate with OEA for course evaluations <input type="checkbox"/> Prepare lecture materials <input type="checkbox"/> Present lectures <input type="checkbox"/> Prepare overheads <input type="checkbox"/> Prepare handout materials <input type="checkbox"/> Review literature <input type="checkbox"/> Place course materials on library reserve <input checked="" type="checkbox"/> Attend instructor/TA meetings <input checked="" type="checkbox"/> Act as liaison/mediator between student and professor <input type="checkbox"/> Review textbooks for use <input type="checkbox"/> Order textbooks |
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Other specific duties:

- Run facilitated study groups 1-2x/quarter
- Grade data analysis projects
- Assist in developing in-course exercises / worksheets / other active learning activities