
Job Title: Teaching Assistant for EPI 588 / HSERV 578

25% FTE appointment (10 hours/week)

Department:	Epidemiology
Date Available:	03/16/20- 06/15/20
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 31, 2020.**

General Duties/Description:

The TA for this course will be involved in general support and logistics for the course “Preparing, Writing and Critiquing Scientific Research Proposals”. The student will be responsible for setting up the class slides and panapto recording for each class, maintaining the canvas website, posting and tracking student assignments, coordinating time/location for mock study sections to be held outside of class time, confirming speakers’ attendance, and other tasks as assigned by the instructors. See attached job description for more information.

Requirements:
Interest in course/program development
Knowledge of Canvas and Panopto desirable but not required
Good organizational skills

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 Larry Kessler kesslerl@uw.edu and Annette Fitzpatrick fitzpal@uw.edu

Application inquiries may be made with:
Larry Kessler kesslerl@uw.edu
Annette Fitzpatrick at fitzpal@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:	3/16/20-6/15/20
Course Name:	EPI 588 / HSERV 578
Appointment FTE:	25% FTE (10 hours/week)
Currently Scheduled Course Meeting Times:	Thursdays 2:30 – 4:20 pm
Faculty Supervisor:	Larry Kessler and Annette Fitzpatrick

Check all duties that apply to this individual:

X Attend all lectures plus help organize and coordinate 3 Mock Study Sections for peer review of grant applications (dates TBA)
☐ Conduct quiz section meetings
☐ Facilitate discussions
☐ Prepare lectures for quiz sections
☐ Prepare review materials for quiz sections
☐ Hold extra review sessions for exams
X Obtain room for review sessions
X Request or acquire necessary equipment
☐ Hold regular office hours
☐ Tutor students
X Manage and respond to course-related e-mail
X Prepare webpage for course materials
X Maintain (update) webpage for course materials
☐ Develop and maintain electronic bulletin boards, discussion sites, etc.
☐ Prepare test questions
☐ Proctor exams
☐ Score exams
☐ Maintain grading records
☐ Prepare course attendance records
☐ Maintain course attendance records
X Maintain records on individual students' assignment completion
☐ Calculate quarter grades
X Request student assessments for course
☐ Coordinate with OEA for course evaluations
☐ Prepare lecture materials
☐ Present lectures
☐ Prepare overheads
☐ Prepare handout materials
☐ Review literature
☐ Place course materials on library reserve
☐ Attend instructor/TA meetings
Enter potential meeting time details (e.g., hrs/wk, specific days, etc), if known
☐ Act as liaison/mediator between student and professor
☐ Review textbooks for use
☐ Order textbooks

Other specific duties: Set up and post Panopto (or other system) class recordings; assist with course, program and/or curriculum development tasks as needed; coordinate student work groups for peer review of proposals to include mock study sections at the end of the term. Logistical support for program development may be required (e.g. event planning).