

**Job Title: Teaching Assistant – EPI 583 (Epi Seminar) and EPI 700B (Master’s Thesis Seminar)**

**Department:** Epidemiology  
**Date Available:** Autumn 2021, Winter 2022, and Spring 2022 quarters  
**Application Deadline:** August 20, 2021

**General Duties/Description: One 50% FTE (20 hours per week) to support both courses for the 2021-22 academic year (approximately 10 hours per week for each course).**

For the Epi Seminar, the TA will assist the instructor (Sara Lindstroem) with coordination of the weekly seminar, including maintaining the course website and materials, communicating with seminar presenters and the departmental communications teams to coordinate advertising, posting seminar recordings and other materials, maintaining attendance and assignment records, and managing and responding to course related emails.

For the Master’s Thesis Seminar, the TA will assist the instructor (Steve Hawes) with course development, as this is a newly offered course designed to support thesis activities and professional development. Duties will include assistance with preparation of course materials, website development and maintenance, and facilitation and/or leading of small group and/or individual discussions in class.

**Requirements:**

The TA must be available during class times: Tuesdays (3:30 to 4:50pm) for Epi Seminar (each quarter) and Thursdays (3:30-4:20pm) for the Master’s Thesis course (Autumn) and Fridays (9:30 to 10:20am) Winter quarter (note class time for Spring quarter is not yet established and will be determined with input from the TA). Creative ideas and interest in student support and professional development highly desired. Given that the EPI 700B aspect of the position supports 2<sup>nd</sup> year MPH/MS students, PhD students are preferred.

**Salary:**

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

**To Apply:**

Provide a short cover letter and CV to Steve Hawes ([hawes@uw.edu](mailto:hawes@uw.edu))

**Application inquiries may be made with:****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](mailto:dso@u.washington.edu).

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## Teaching Assistant Job Description

<b>TA Name:</b>	
<b>Appointment Period:</b>	9/16/2021 – 6/15/2022 (Fall 2021 to Spring 2022)
<b>Course Name:</b>	EPI 583 (Seminar) and EPI 700B (Master’s Thesis Seminar)
<b>Faculty Supervisor:</b>	Sara Lindstroem (583) and Stephen Hawes (700B)

Check all duties that apply to this individual:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Attend lectures</li> <li><input type="checkbox"/> Conduct quiz section meetings</li> <li><input type="checkbox"/> Facilitate discussions</li> <li><input type="checkbox"/> Prepare lectures for quiz sections</li> <li><input type="checkbox"/> Prepare review materials for quiz sections</li> <li><input type="checkbox"/> Hold extra review sessions for exams</li> <li><input type="checkbox"/> Obtain room for review sessions</li> <li><input checked="" type="checkbox"/> Request or acquire necessary equipment</li> <li><input type="checkbox"/> Hold regular office hours _____ hrs/wk</li> <li><input type="checkbox"/> Tutor students</li> <li><input checked="" type="checkbox"/> Manage and respond to course-related e-mail</li> <li><input checked="" type="checkbox"/> Prepare webpage for course materials</li> <li><input checked="" type="checkbox"/> Maintain (update) webpage for course materials</li> <li><input checked="" type="checkbox"/> Develop and maintain electronic bulletin boards, discussion sites, etc.</li> <li><input type="checkbox"/> Prepare test questions</li> <li><input type="checkbox"/> Proctor exams</li> <li><input type="checkbox"/> Score exams</li> <li><input type="checkbox"/> Maintain grading records</li> <li><input type="checkbox"/> Prepare course attendance records</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Maintain course attendance records</li> <li><input checked="" type="checkbox"/> Maintain records on individual students’ assignment completion</li> <li><input type="checkbox"/> Calculate quarter grades</li> <li><input checked="" type="checkbox"/> Request student assessments for course</li> <li><input checked="" type="checkbox"/> Coordinate with OEA for course evaluations</li> <li><input checked="" type="checkbox"/> Prepare lecture materials</li> <li><input type="checkbox"/> Present lectures</li> <li><input type="checkbox"/> Prepare overheads</li> <li><input type="checkbox"/> Prepare handout materials</li> <li><input type="checkbox"/> Review literature</li> <li><input type="checkbox"/> Place course materials on library reserve</li> <li><input checked="" type="checkbox"/> Attend instructor/TA meetings</li> <li><input checked="" type="checkbox"/> Act as liaison/mediator between student and professor</li> <li><input type="checkbox"/> Review textbooks for use</li> <li><input type="checkbox"/> Order textbooks</li> </ul> |
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Other specific duties: Epi Seminar duties will also include communicating with potential speakers and communicating with Epi departmental communications team for advertising weekly seminars. For the Thesis course, additional duties will include development of course content and materials, as this is a newly developed course. \_\_\_\_\_

ASE Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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ASE Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_