

## **Job Title: Teaching Assistant, EPI221 (Maternal and Child Health – A Population Health Approach)**

**Department:** Epidemiology  
**Date Available:** Autumn Qtr 2024 9/16/24-12/15/24  
**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 **05/09/24**.

**General Duties/Description:**  
See attached job description.

**Requirements:**  
Graduate (MPH or MS student) student status in the School of Public Health.

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

**How to Apply:** Submit application via hire portal: [TA Application Form](#). Include a short cover letter. Contact Tera Figueroa, [epihr@uw.edu](mailto:epihr@uw.edu), with form access issues.

**Application inquiries may be made with:**  
Daniel Enquobahrie at [danenq@uw.edu](mailto:danenq@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](mailto:dso@u.washington.edu).

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Teaching Assistant Job Description

<b>TA Name:</b>	TBD
<b>Appointment Period:</b>	A24: 9/16/24-12/15/24
<b>Course Name:</b>	Epi 221
<b>Appointment FTE:</b>	25% FTE, 10 hours per a week
<b>Currently Scheduled Course Meeting Times:</b>	Lecture: Mon, Wed 1:00-2:20; Quiz: Fri. 1:30-2:20
<b>Faculty Supervisor:</b>	Daniel Enquobahrie

Check all duties that apply to this individual:

- |                                     |   |                                     |   |
|-------------------------------------|---|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Attend all lectures (unless arrangements are made for exceptions (e.g. missing a class to attend a conference)) | <input checked="" type="checkbox"/> | Maintain grading records  |
| <input checked="" type="checkbox"/> | Conduct quiz section meetings   | <input checked="" type="checkbox"/> | Prepare course attendance records                                 |
| <input checked="" type="checkbox"/> | Facilitate discussions  | <input checked="" type="checkbox"/> | Maintain course attendance records                                |
| <input type="checkbox"/>            | Prepare lectures for quiz sections  | <input checked="" type="checkbox"/> | Maintain records on individual students' assignment completion    |
| <input type="checkbox"/>            | Prepare review materials for quiz sections  | <input checked="" type="checkbox"/> | Calculate quarter grades  |
| <input checked="" type="checkbox"/> | Hold extra review sessions for exams  | <input checked="" type="checkbox"/> | Request student assessments for course                            |
| <input type="checkbox"/>            | Obtain room for review sessions   | <input type="checkbox"/>            | Coordinate with OEA for course evaluations                        |
| <input checked="" type="checkbox"/> | Request or acquire necessary equipment  | <input checked="" type="checkbox"/> | Prepare lecture materials   |
| <input type="checkbox"/>            | Hold regular office hours (at least 1 hour per week)  | <input type="checkbox"/>            | Present lectures  |
| <input type="checkbox"/>            | Tutor students  | <input type="checkbox"/>            | Prepare overheads   |
| <input checked="" type="checkbox"/> | Manage and respond to course-related e-mail   | <input type="checkbox"/>            | Prepare handout materials   |
| <input type="checkbox"/>            | Prepare webpage for course materials  | <input type="checkbox"/>            | Review literature   |
| <input type="checkbox"/>            | Maintain (update) webpage for course materials  | <input type="checkbox"/>            | Place course materials on library reserve                         |
| <input type="checkbox"/>            | Develop and maintain electronic bulletin boards, discussion sites, etc.   | <input checked="" type="checkbox"/> | Attend instructor/TA meetings (to be held occasionally as needed) |
| <input type="checkbox"/>            | Prepare test questions  | <input checked="" type="checkbox"/> | Act as liaison/mediator between student and professor             |
| <input checked="" type="checkbox"/> | Proctor exams   | <input type="checkbox"/>            | Review textbooks for use  |
| <input checked="" type="checkbox"/> | Score exams   | <input type="checkbox"/>            | Order textbooks   |

Other specific duties: \_\_\_\_\_