

**Job Title: Teaching Assistant for EPI 320**

25 - 50% FTE appointment (10-20 hours/week) Multiple Positions

**Department:** Epidemiology  
**Date Available:** Autumn '24 9/16/24- 12/15/24

**Application Deadline:**

This position is open until filled, but priority will be given to students who apply no later than **Thursday May 9, 2024.**

**General Duties/Description:**

This is a TA position for a student to TA Epi 320. The specific expectations and duties of the TA will differ from quarter to quarter, but will be communicated clearly (and in advance) by the course lead each quarter.

See attached job description for more information.

**Requirements:**

Completion of Epi 512 and 513 or other SPH equivalent course. Epidemiology and SPH 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:** 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:**

Simon Sandh [ss11641@uw.edu](mailto:ss11641@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).

Teaching Assistant Job Description EPI 320

<b>TA Name:</b>	TBD
<b>Appointment Period:</b>	Autumn 24: 9/16/24-12/15/24 FTE: 25%- 50% (10 - 20hours per week)
<b>Course Name:</b>	EPI 320 (MW 3:30 – 5:20 PM) Thursday 9:30am-10:20am
<b>Faculty Supervisor:</b>	Dr. Simon Sandh

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 type="checkbox"/> Conduct quiz section meetings                                                                                              | <input type="checkbox"/> Prepare course attendance records                                            |
| <input type="checkbox"/> Facilitate discussions                                                                                                     | <input 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 type="checkbox"/> Calculate quarter grades                                                     |
| <input checked="" type="checkbox"/> Hold extra review sessions for exams                                                                            | <input 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 type="checkbox"/> Request or acquire necessary equipment                                                                                     | <input type="checkbox"/> Prepare lecture materials                                                    |
| <input checked="" type="checkbox"/> Hold regular office hours (at least 1 hour per week)                                                            | <input type="checkbox"/> Present lectures                                                             |
| <input checked="" type="checkbox"/> Tutor students                                                                                                  | <input type="checkbox"/> Prepare overheads                                                            |
| <input checked="" type="checkbox"/> Manage and respond to course-related e-mail                                                                     | <input checked="" type="checkbox"/> Prepare handout materials                                         |
| <input checked="" type="checkbox"/> Prepare webpage for course materials                                                                            | <input type="checkbox"/> Review literature                                                            |
| <input checked="" 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 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: \_\_\_\_\_