

**Job Title: Teaching Assistant for EPI 510**

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

**Department:** Epidemiology  
**Date Available:** Autumn '24 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 **Thursday May 5th, 2024**.

**General Duties/Description:**

Teaching assistant duties: The TA will be expected to attend computer lab sessions; tutor students during computer lab sessions with regards to Stata and/or R programming; manage/respond to course-related e-mail; act as a liaison/mediator between students and professor; grade homework; maintain homework and grading records

Course preparation and facilitation duties: Prepare and maintain a web page for course materials; develop and maintain electronic bulletin boards, discussion sites, etc.; prepare handout materials as needed

Logistics: Request or acquire necessary equipment; attend instructor/TA meetings

TA responsibilities will also include routine support to the instructor(s) in course management and other duties as assigned.

**Requirements:** Strong working knowledge of Stata and/or R (if two TAs are hired at 25%, one TA will be primarily responsible for the Stata portion of the course and the other TA will be primarily responsible for the R portion of the course); strong oral and written communications skills Preferred Qualifications: Previous TA experience, completion of EPI510 and/or EPI514 helpful but not necessary, previous experience designing or maintaining web pages

**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:**

Jeffrey Stanaway at [stanaway@uw.edu](mailto:stanaway@uw.edu) **Notes:**

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).

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>

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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 510: Epidemiologic Data Analysis
<b>Appointment FTE:</b>	25-50% FTE, 10-20 hours per a week
<b>Currently Scheduled Course Meeting Times:</b>	Wednesdays & Fridays 3:00 – 4:50pm
<b>Faculty Supervisor:</b>	Jeffrey Stanaway

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 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 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 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 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 checked="" 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 type="checkbox"/> Proctor exams  | <input type="checkbox"/> Review textbooks for use   |
| <input type="checkbox"/> Score exams  | <input type="checkbox"/> Order textbooks  |

Other specific duties: Grade homework assignments