

Job Title: Teaching Assistant for EPI 511

25% FTE appointment (10 hours/week)

Department: Epidemiology
Date Available: Autumn 2024 9/16/24-12/15/24
Application Deadline:
This position will be open until filled.

General Duties/Description:
See attached job description

Requirements: Completion of EPI 511 or EPI 512/513 or equivalent.

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, with form access issues

Application inquiries may be made with:
Simon Sandh, 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.

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Teaching Assistant Job Description

TA Name:	TBD
Appointment Period:	A24: 9/16/24-12/15/24
Course Name:	EPI 511 Introduction to Epidemiology
Appointment FTE:	25% FTE (10 hours/week)
Currently Scheduled Course Meeting Times:	Tuesday, Thursday @ 10:30am -12:20pm
Faculty Supervisor:	Simon Sandh

Check all duties that apply to this individual:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Attend all lectures | <input checked="" type="checkbox"/> Maintain grading records |
| <input checked="" type="checkbox"/> Conduct quiz section meetings | <input type="checkbox"/> Prepare course attendance records |
| <input checked="" type="checkbox"/> Facilitate discussions | <input checked="" type="checkbox"/> Maintain course attendance records |
| <input checked="" type="checkbox"/> Prepare lectures for review sessions | <input checked="" type="checkbox"/> Maintain records on individual students' assignment completion |
| <input checked="" type="checkbox"/> Prepare review materials for review sessions | <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 checked="" 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"/> Review lecture materials |
| <input checked="" type="checkbox"/> Hold regular office hours (i.e. 2 hrs/wk in person and/or online) | <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 type="checkbox"/> Prepare webpage for course materials | <input type="checkbox"/> Review literature |
| <input checked="" type="checkbox"/> Maintain (update) webpage for course materials | <input checked="" 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 (i.e. 30 minutes/week) |
| <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 |
| <input checked="" type="checkbox"/> Score assignments | |

Other specific duties:
