

Job Title: Teaching Assistant (EPI 512 and EPI 513)

Department: Epidemiology
Date Available: Autumn Qtr 2024, Winter Qtr 2025: 9/16/24-3/15/25
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 **May 9, 2024**.

FTE 25%-50% Multiple Positions**General Duties/Description:**

See attached job description

Successful completion of EPI 512-513 series in the past. Priority will be given to doctoral students in epidemiology.

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](#) .

Application inquiries may be made with:

Ali Rowhani-Rahbar (rowhani@uw.edu) or Amanda Phipps (aiphipps@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 & W25: 9/16/24 – 3/15/25
Course Name:	EPI 512 and EPI 513 512: Epi Methods I 513: Epi Methods II
Appointment FTE:	25% - 50% FTE, 10-20 hours/week
Currently Scheduled Course Meeting Times:	Tuesdays & Thursdays, 10:30am-12:20pm
Faculty Supervisor:	Ali Rowhani-Rahbar, Amanda Phipps

Check all duties that apply to this individual:

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