

Job Title: Teaching Assistant: Epi 515 25% FTE

Department: Epidemiology
Date Available: Fall 2024 9/16/24-12/15/23

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**.

General Duties/Description:

See attached job description

Requirements:

Successful completion of Epi 515 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.

Application inquiries may be made with:

Steve Mooney at sjm2186@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 515 – Advanced Epi Methods
Appointment FTE:	25% (10 hours per week)
Currently Scheduled Course Meeting Times:	MW 1-2:15pm
Faculty Supervisor:	Steve Mooney

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

Other specific duties: Grade Homework