

Job Title: Teaching Assistant for EPI 527

25% FTE appointment (10 hours/week)

Department: Epidemiology
Date Available: Fall 2024 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 **May 9, 2024**.

General Duties/Description:

Teaching assistant duties:

- Grade assignments in collaboration with the instructor
- Be available during class to answer questions
- Meet with small presentation groups to help troubleshoot and answer questions
- Maintain course attendance records and grading records

Course preparation and facilitation duties:

- Assist professor with any presentation set-up
- Help prepare any lecture or handout materials
- Help facilitate class discussions

Logistics:

- Assist with scheduling group presentations
- Attend instructor/TA meetings as necessary

Requirements:

Preferred Qualifications:

Second year Masters degree students or PhD candidate – with at least 3 graduate level courses in Epidemiology, including EPI 527. Prior experience as a Teaching Assistant for mature adults is desired. The TA must also have a mature attitude and be comfortable utilizing new technology.

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:

Helen Chu at helenchu@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 25% FTE 10 hours per a week
Course Name:	Epi 527 – Vaccines Course Time: Mon/Wed 10a-11:20a
Faculty Supervisor:	Dr. Helen Y Chu

Check all duties that apply to this individual:

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

Other specific duties: Schedule group presentations, meet with presentation groups to help troubleshoot and answer questions, be available to answer student questions regarding coursework