Job Title: Teaching Assistant, Epi 554
25% FTE appointment (10 hours/week)

Department: Epidemiology
Date Available: Autumn 2023 Qtr 9/15/24 – 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 **May 9, 2024**.

General Duties/Description:
EPI 554 is an introductory course to mathematical modeling of infectious diseases. The course is taught during the autumn quarter and typically on Tuesday at 9am. This course covers the basic tools for building and analyzing mathematical models of infectious disease epidemics. Model types include deterministic and stochastic models, compartmental and individual-based models. Laboratory provides hands-on model building experience primarily in R with a little bit of Excel. The TA duties include attending classes, leading instruction during labs, posting course material on the Canvas website, helping with logistics for visiting speakers, conducting all the labs, and leading grading.

Specific Job Functions: The TA will attend classes, lead instruction during labs, post course material on the Canvas website, conduct and grade the labs, help with logistics for visiting speakers, and conduct other grading.

See attached job description.

Requirements:
BSc or BA

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:
Abraham D. Flaxman at abie@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 554: Introduction to Epidemic Modeling
Appointment FTE:	25% (10 hours per week)
Currently Scheduled Course Meeting Times:	Tuesday: 8:30am-11:20am
Faculty Supervisor:	Abraham D. Flaxman

Check all duties that apply to this individual:

x   Attend all lectures (unless arrangements are made for exceptions (e.g. missing a class to attend a conference)
☐   Conduct quiz section meetings
☐   Facilitate discussions
x   Prepare lectures for quiz sections
☐   Prepare review materials for quiz sections
☐   Hold extra review sessions for exams
☐   Obtain room for review sessions
☐   Request or acquire necessary equipment
x   Hold regular office hours (at least 1 hour per week)
☐   Tutor students
x   Manage and respond to course-related e-mail
x   Prepare webpage for course materials
x   Maintain (update) webpage for course materials
x   Develop and maintain electronic bulletin boards, discussion sites, etc.
☐   Prepare test questions
☐   Proctor exams
x   Score exams

x   Maintain grading records
☐   Prepare course attendance records
x   Maintain course attendance records
x   Maintain records on individual students' assignment completion
x   Calculate quarter grades
☐   Request student assessments for course
☐   Coordinate with OEA for course evaluations
x   Prepare lecture materials
x   Present lectures
☐   Prepare overheads
☐   Prepare handout materials
x   Review literature
☐   Place course materials on library reserve
x   Attend instructor/TA meetings (to be held weekly)
☐   Act as liaison/mediator between student and professor
☐   Review textbooks for use
☐   Order textbooks

Other specific duties:
- lead computer lab section of class (weekly for approximately one hour of class time, focused on hands-on instruction in using R for epidemic disease modeling)
- grade lab assignments
- review and update all homework lab material to ensure that it uses modern R methods and still actually works as described