

Job Title: Teaching Assistant EPI 320

Department: Epidemiology
Date Available: Winter 2025, 12/16/24 – 3/15/25
Application Deadline:

The ASE contract stipulates that open-hire positions be posted for a minimum of 1 week. Following that guideline, please apply no later than **October 18, 2024, 5pm.**

General Duties/Description:
See attached job description.

Requirements:

- Enrollment in a graduate program (Masters or PhD) in Epidemiology or a related field.
- Strong understanding of epidemiology principles and concepts.
- Excellent organizational skills and attention to detail.
- Ability to work independently and efficiently with short deadlines.
- Strong communication and interpersonal skills.
- Proficiency in using learning management systems (e.g., Canvas) for course administration.
- Previous teaching or tutoring experience is a plus.
- Availability to attend all lecture sessions during the course.
- Previous experience as a TA for EPI 320 or related class

Salary:

Salary and benefits are competitive. Salary is commensurate with academic standing, qualifications, and experience.

How to Apply:

Via MS Form: <https://forms.office.com/r/pXDkt0XKS1> (Contact epihr@uw.edu with access issues)

Application inquiries may be made with:

Simon Sandh at 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 EPI 320

TA Name:	TBD
Appointment Period:	Winter 24: 12/16/24-3/15/25 FTE: 25% (10 hours per week)
Course Name:	EPI 320 (MW 3:30 – 4:50 PM) Friday 10:30am-11:20am
Faculty Supervisor:	Dr. Simon Sandh

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 checked="" type="checkbox"/> Maintain grading records |
| <input type="checkbox"/> Conduct quiz section meetings | <input type="checkbox"/> Prepare course attendance records |
| <input type="checkbox"/> Facilitate discussions | <input type="checkbox"/> Maintain course attendance records |
| <input type="checkbox"/> Prepare lectures for quiz sections | <input checked="" type="checkbox"/> Maintain records on individual students' assignment completion |
| <input type="checkbox"/> Prepare review materials for quiz sections | <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 type="checkbox"/> Obtain room for review sessions | <input type="checkbox"/> Coordinate with OEA for course evaluations |
| <input type="checkbox"/> Request or acquire necessary equipment | <input type="checkbox"/> Prepare lecture materials |
| <input checked="" type="checkbox"/> Hold regular office hours (at least 1 hour per week) | <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 checked="" type="checkbox"/> Prepare webpage for course materials | <input type="checkbox"/> Review literature |
| <input checked="" type="checkbox"/> Maintain (update) webpage for course materials | <input type="checkbox"/> Place course materials on library reserve |
| <input type="checkbox"/> Develop and maintain electronic bulletin boards, discussion sites, etc. | <input checked="" type="checkbox"/> Attend instructor/TA meetings (to be held occasionally as needed) |
| <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 |

Other specific duties: _____