

## Job Title: Teaching Assistant EPI 520

**Department:** Epidemiology

**Date Available:** Winter Qtr 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:**

Current Master's or PhD student. Master's students must have taken EPI 512/513 or PHI 512/EPI 513 to be eligible to apply.

**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](mailto:epihr@uw.edu) with access issues)

**Application inquiries may be made with:**

Christine Khosropour at [ckhosro@uw.edu](mailto:ckhosro@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](mailto:dso@u.washington.edu).

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## Teaching Assistant Job Description

<b>TA Name:</b>	TBD
<b>Appointment Period:</b>	<b>Winter 25: 12/16/24-3/15/25</b> FTE: 25% (10 hours per week)
<b>Course Name:</b>	EPI 520 – Infectious Diseases Epidemiology Monday, Wednesday 1pm-2:20pm
<b>Faculty Supervisor:</b>	Christine Khosropour

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

Other specific duties: \_\_\_\_\_