

Job Title: Teaching Assistant, EPI 588/HSERV 578

Department: Epidemiology
Date Available: Spring Qtr 2025, 3/16/25 – 6/15/25
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 **January 31, 2025 at 5pm.**

General Duties/Description:
See attached job description.

Requirements:
Master's degree in epidemiology or appropriate related discipline (ie, Biostatistics)
Prior experience with grant or proposal writing

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:
Dr. Susan Graham at grahamsm@uw.edu and Larry Kessler at kesslerl@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:	Spring 25: 3/16/25 -6/15/25
Course Name:	EPI 588 / HSERV 578
Appointment FTE:	25% FTE (10 hours/week)
Currently Scheduled Course Meeting Times:	Wed 8:30-10:20 am
Faculty Supervisor:	Susan Graham and Larry Kessler

Check all duties that apply to this individual:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Attend all lectures plus help organize and coordinate 3 Mock Study Sections for peer review of grant applications (dates TBA)
<input type="checkbox"/> Conduct quiz section meetings
<input 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 checked="" type="checkbox"/> Request or acquire necessary equipment
<input type="checkbox"/> Hold regular office hours
<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 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 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 type="checkbox"/> Calculate quarter grades
<input checked="" type="checkbox"/> Request student assessments for course
<input 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 type="checkbox"/> Attend instructor/TA meetings
Enter potential meeting time details (e.g., hrs/wk, specific days, etc), if known
<input type="checkbox"/> Act as liaison/mediator between student and professor
<input type="checkbox"/> Review textbooks for use
<input type="checkbox"/> Order textbooks |
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Other specific duties: Set up and post zoom (or other system) class recordings; develop and implement polls, assist with course, program and/or curriculum development tasks as needed; coordinate student work groups for peer review of proposals to include mock study sections at the end of the term. Logistical support for program development may be required (e.g. event planning).