

Job Title: Teaching Assistant, EPI 360/GH 360
TWO POSITIONS: 50% x 1 position & 50% x 1 position

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

General Duties/Description:
See attached job description

Requirements:
Prior teaching/TA experience preferred.
MPH, MS or equivalent in Epidemiology preferred.
Prior work or research experience in HIV preferred.

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

How to Apply:
Apply via [MS Form](#); email epihr@uw.edu with form access questions/issues

Application inquiries may be made with:
Dr. Arjee Restar at restar@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 FTE: 50% (20 hours per week)
Course Name:	Epi 360
Faculty Supervisor:	Dr. Arjee Restar

Check all duties that apply to this individual:

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