

Core Teaching Assistant - Job Description

Department: Mailman School of Public Health – The Office of Educational Programs

Job Duration: Fall 2018 semester (grading duties might continue into January 2019)

Hours per week: Varies depending on the studio (ranges from 6-15 hours per week)

Note: Per University policy, students can only work for a combined maximum of 20 hours per week across all Columbia positions at any one time.

Salary: Varies depending on the studio (ranges from \$2,000 - \$4,600)

Job Summary: Reporting to the Studio Lead Teaching Assistants, a Teaching Assistant will support the studio's educational goals by fulfilling a range of educational and logistical responsibilities.

Teaching Assistant Responsibilities include:

- Meet weekly with Studio Lead Teaching Assistants
- Grade student assessments by predetermined deadlines
- Facilitate discussion or lab sections (depending on studio specific needs)
- Pre-test and proctor assessments (depending on studio specific needs)
- Hold a minimum of one office hour a week during the semester.
- Meet with students when necessary
- Provide technical support during lectures and stay up to date on studio content
- Implement a code of confidentiality when overseeing sensitive academic content
- Respond to student inquiries via email and follow-up in a timely manner
- Maintain communication with Studio Lead Teaching Assistants, Studio Faculty, OEP, and students

Teaching Assistant Responsibility Breakdown:

(percentages are approximate and are variable across studios)

- Grading and responding to student grading inquiries.....45%
- Assessment logistics, classroom support, and weekly meetings.....20%
- Responding to miscellaneous student inquiries or concerns.....15%
- Facilitating discussion or lab sections.....15%
- Weekly office hours.....5%

Qualifications:

- Completion of the Core curriculum
- Professional, patient, respectful, and mature character
- Excellent oral and written communication skills
- High level of organization and emotional intelligence
- Experience using discretion when privy to high level discussions
- Demonstrate ability to understand studio content and verbalize concepts to students

Preferred Qualifications:

- Prior teaching experience
- Prior schooling in the studio topic areas outside of the Core curriculum

Important Note: Teaching Assistants **MUST** participate in a full day of training during the week of Monday, August 27th – Thursday, August 30th (specific date to be announced in the summer). Failure to comply will result in a relinquishing of the position.

For general inquiries about the position, please contact:

Lauren Westley – Program Coordinator, OEP
law2171@cumc.columbia.edu

For studio specific inquiries, please contact:

Foundations of Public Health
Dr. James Colgrove - jc988@cumc.columbia.edu

Research Methods and Applications – Quantitative Foundations
Dr. Dana March - dm2025@cumc.columbia.edu

Research Methods and Applications – Qualitative Foundations
Dr. Marina Catallozzi - mc2840@cumc.columbia.edu

Determinants of Health
Dr. Greg Freyer - gaf1@cumc.columbia.edu

Public Health Interventions
Dr. Samantha Garbers-Adams - svg2108@cumc.columbia.edu

Global and Developmental Perspectives
Dr. Helen De Pinho - hd2122@cumc.columbia.edu

Health Systems
Dr. Michael Sparer - mss16@cumc.columbia.edu