

Core Lead Teaching Assistant – Job Description

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

Job Duration: Summer through Fall 2018 semester (duties will continue into January 2019)

Hours per week: 20 hours per week during the Fall semester and with some hours during the summer months.

Note:

- During the Fall semester, hours can vary dramatically from week to week depending on the assessment or lecture schedule of the studio. Work is especially concentrated for studios that do not span the entire semester.
- Per University policy, students can only work for a combined maximum of 20 hours per week across all Columbia positions at any one time. Therefore, holding a Lead TA position prevents you from holding any other Columbia position in the Fall semester (non-negotiable).

Salary: \$7,000.00 for Master's level
\$8,000.00 for Doctoral level

Note: During the summer months, you will be paid hourly as a casual hire. During the Fall semester, checks will be distributed on the 15th and end of every month until December 31st.

Job Summary: Reporting to the Studio Lead Faculty Member and OEP staff, a Lead Teaching Assistant will manage the studio's teaching assistants and provide administrative support to faculty as well as educational support to students.

Lead Teaching Assistant Responsibilities include:

- **Faculty Facing**
 - Meet regularly with Studio Lead Faculty Member
 - Provide weekly email updates for all Studio Faculty
 - Develop assignments and rubrics with faculty according to specific expertise
 - Manage deadlines (i.e. following up with assignments, exams, rubrics)
 - Assist faculty with final grade calculations at the end of the semester
- **Teaching Assistant Facing**
 - Run weekly meeting with all teaching assistants
 - Schedule and manage office hours, lecture coverage, exam pre-testing, proctoring, breakout sessions, and any necessary classroom support
 - Provide support regarding logistical and content based grading questions
 - Manage and track assessment grading progress and TA grading accuracy
- **OEP Facing**
 - Meet weekly with OEP staff member
 - Set up and maintain Canvas sites
 - Compile, upload, and release assessment grades to students
 - Coordinate assessment preparation, editing, and ExamSoft grading (if applicable to your studio)
 - Alert OEP to critical issues or conflicts both personal and logistical involving teaching assistants and students
 - Coordinate an International Student Help Session
- **Student Facing**
 - Communicate important information to students via email and Canvas (regarding syllabus changes, policy updates, exams, assignments, grading, etc.)
 - Meet with students as needed to address concerns
 - Implement a code of confidentiality when overseeing sensitive academic content
- **Other**
 - Maintain communication with studio faculty, students, teaching assistants, and OEP
 - Triage and/or respond to student and teaching assistant inquiries
 - Additional duties that may be required

Lead Teaching Assistant Responsibility Breakdown:

(percentages are approximate and variable across studios)

- Coordination and scheduling of studio administrative logistics40%
- Management of grading and grading inquiries.....30%
- Assessment and rubric editing.....20%
- Responding to miscellaneous student inquiries or concerns.....10%

Qualifications:

- Completion of the Core curriculum
- Analytical mindset and ability to problem solve
- Ability to manage multiple deadlines with various stakeholders
- High level of organization and emotional intelligence
- Experience using discretion when privy to high level discussions
- Professional, patient, respectful, and mature character
- Excellent oral and written communication skills - comfortable with public speaking

Preferred Qualifications:

- Prior experience or schooling in the studio topic area outside of the Core curriculum
- Prior managerial experience

Important Notes:

- *Lead Teaching Assistants CANNOT plan to hold another position with Mailman or Columbia at large during the Fall 2018 semester (e.g. casual appointment, work study appointment, or a graduate research assistantship- GRA).*
- *Lead 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
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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