

Integration of Science & Practice (ISP) Teaching Assistant – Job Description

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

Job Duration: Fall 2018 semester

Hours per week: 5 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: \$1,700.00, paid semi-monthly for the duration of the role.

Note: Checks will be distributed on the 15th and end of every month until December 31st.

Job Summary: Primarily reports to a ISP faculty member. Also, reports to the Lead Teaching Assistant and OEP staff. The Teaching Assistant will support the course's educational goals by fulfilling a range of educational and logistical responsibilities.

Teaching Assistant Responsibilities include:

- Be present at all ISP class sessions
- Assist faculty member with session preparation and in-class discussions as needed
- Meet weekly with Lead Teaching Assistant
- Grade student assessments by predetermined deadlines
- Ensure that CANVAS site is accurate and current with latest information
- 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 Lead Teaching, Faculty, OEP, and students
- Meet with students as needed
- Assist in the facilitation of the Writing Workshops associated with the Foundations Studio

Qualifications:

- Completion or exposure to Core curriculum topics
- MPH and DrPH/PhD students *only*
- Excellent oral and written communication skills
- High level of organization and emotional intelligence
- Openness and tolerance of varying beliefs and attitudes
- Professional, patient, respectful, and mature character
- Experience using discretion when privy to high level discussions
- Prior teaching experience preferred

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 may result in a relinquishing of the position.

For general inquiries about the position, please contact:

Marjorie Perez-Richardson – OEP Program Coordinator (ISP Administrator)
mp3686@cumc.columbia.edu

For ISP content specific inquiries, please contact:

ISP Faculty Lead: Dr. Helen De Pinho – hd2122@cumc.columbia.edu