Core Curriculum

Lead Teaching Assistant Job Description

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

Job Duration: Summer through Fall 2019 semester (duties will continue into January 2020)

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

- 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

- 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 Assistant team 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 the TA team
  - 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 TAs 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, TAs, and OEP
  - Triage and/or respond to student and TA inquiries
  - Additional duties that may be required
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Qualifications include:

- 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
- Currently meeting Mailman School satisfactory academic progress standards (if at any time, a TA does not meet these standards, the position can be relinquished)
- Prior experience or schooling in the studio topic area outside of the Core curriculum preferred
- Prior managerial experience preferred

Important Notes:

- Lead Teaching Assistants CANNOT plan to hold another position with Mailman or Columbia at large during the Fall 2019 semester (e.g. casual appointment, work study appointment, or a graduate research assistantship-GRA).
- Lead Teaching Assistants MUST participate in training from Monday, August 26th – Thursday, August 29th (details 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:

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For studio specific inquiries, please contact:

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