Core Curriculum
Teaching Assistant Job Description

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

Job Duration: Fall 2019 semester (grading duties might continue into January 2020)

Hours per week: Varies depending on the studio (ranges from 6-15 hours per week)
- 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)
- Checks will be distributed on the 15th and end of every month until December 31st.

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 current 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

Qualifications include:
- 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
- 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 teaching experience preferred
- Prior schooling in the studio topic areas outside of the Core curriculum preferred

**Important Note:** 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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THE CORE

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