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

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

Job Duration: Summer through Fall 2019 semester
• Possibility to continue role in Spring 2020, but not guaranteed

Hours per week: 10 hours per week on average during the Fall semester with some hours during the summer months.
• 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: $4,600.00 for Master’s level, varies for Doctoral level
• The salary includes $1,200 to be paid during the summer months to account for course development and adjustments, then during the Fall semester you will be paid a flat rate of $3,400 for your duties.
• 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 ISP Lead Faculty Member and OEP staff, the ISP Lead Teaching Assistant will manage the ISP Teaching Assistant team, manage their own ISP session with a faculty member, and provide administrative support to faculty as well as educational support to students.

Lead Teaching Assistant Responsibilities include:
• Faculty Facing
  o Meet regularly with the ISP Lead Faculty Member
  o Develop assignments and rubrics with faculty
  o Develop cases and lesson plans with faculty
  o Manage deadlines (i.e. following up with assignments and rubrics)
• Teaching Assistant Facing
  o Run regular meetings with TA team
  o Provide support regarding logistical and content based grading questions
  o Provide support regarding lesson plans and session content
  o Update all Canvas sites with new content or materials when appropriate
• OEP Facing
  o Meet weekly with OEP staff member
  o Set up and maintain Canvas sites
  o Alert OEP to critical issues or conflicts both personal and logistical involving TAs and students
• ISP Session Specific
  o Be present and engaged at all ISP class sessions
  o Meet with students as needed
  o Grade student assessments by predetermined deadlines
  o Ensure that Canvas site is accurate and current with latest information
  o Respond to student inquiries via email and follow-up in a timely manner
  o Implement a code of confidentiality when overseeing sensitive academic content
• Other
  o Maintain communication with faculty, students, TAs, and OEP
  o Triage and/or respond to student and TA inquiries
  o Additional duties that may be required
Qualifications include:

- High interest in curriculum development and teaching pedagogy
- 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
- Currently meeting Mailman School satisfactory academic progress standards (if at any time, a TA does not meet these standards, the position can be relinquished)

**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 may result in a relinquishing of the position.

For general inquiries about the position, please contact:

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For ISP content specific inquiries, please contact:

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