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

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

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

Hours per week: 5 hours per week on average
  • 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
  • Checks will be distributed on the 15th and end of every month until December 31st.

Job Summary: An ISP Teaching Assistant primarily reports to their ISP faculty member. They also report 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 and engaged at all ISP class sessions
  • Assist faculty member with session preparation and in-class discussions as needed
  • Meet weekly with Lead Teaching Assistant
  • Meet with students as needed
  • Grade student assessments by predetermined deadlines
  • Ensure that the 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 Assistant, Faculty, OEP, and students

Qualifications include:
  • 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
  • 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

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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   law2171@cumc.columbia.edu

For ISP content specific inquiries, please contact:
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