Core Lead Teaching Assistant – Job Description

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

**Job Duration:** Summer/Fall 2016 Semester (grading duties might continue into January 2017)

**Hours per week:** 20 hours/week during the Fall semester

- **Notes:** 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.

**Salary:** $6,000.00

- **Notes:** 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 30th of every month until December 31st.

**Job Summary:** Reporting to the Studio Lead Faculty Member and the OEP Core Lead, a Lead Teaching Assistant will manage the studio’s teaching assistants and provide administrative support to faculty as well as educational support to students.

A Lead Teaching Assistant is expected to:

- Maintain mature, professional, and timely communication with studio faculty, students, teaching assistants, and OEP
- Implement a code of confidentiality when overseeing sensitive content
- **Faculty Facing Responsibilities**
  - Meet regularly with Studio Lead Faculty Member
  - Develop assignments and rubrics with faculty according to specific expertise
  - Manage deadlines (following up with assignments, exams, rubrics)
  - Assist faculty with final grade calculations at the end of the semester
- **Teaching Assistant Facing Responsibilities**
  - Meet weekly with teaching assistants
  - Schedule and manage office hours, exam pre-testing, proctoring, and any necessary classroom support
  - Manage and track assessment grading progress and consistency
  - Triage and respond to student and teaching assistant inquiries
- **OEP Facing Responsibilities**
  - Meet weekly with OEP Core Lead
  - Set up and maintain CourseWorks sites
  - Compile, upload, and release assessment grades to students
  - Coordinate assessment preparation, editing, and ExamSoft grading
  - Alert OEP to critical issues or conflicts both personal and logistical
  - Coordinate the International Help Session (if applicable for your studio)
- **Student Facing Responsibilities**
  - Communicate important information to students via email (regarding syllabus changes, exams, assignments, grading, etc.)
  - Meet with students as needed to address concerns
Lead Teaching Assistant Responsibility Breakdown:
(percentages are approximate and variable across studios)

- Coordination and scheduling of studio logistics .......................... 40%
- Management of grading and grading inquiries ................................ 30%
- Assessment and rubric development and editing .......................... 25%
- Responding to miscellaneous student inquiries or concerns ....................... 5%

Minimum Qualifications:
- Analytical mindset and ability to problem solve
- High level of organization
- Experience in a leadership role as well as in a professional setting
- Professional, patient, respectful, and mature character
- Effective and efficient communicator who is comfortable with public speaking

Preferred Qualifications:
- Prior experience or schooling in the studio topic area outside of the Core curriculum
- Prior work experience in a professional setting

Please Note:
- Lead Teaching Assistants can NOT plan to hold another position with Mailman or Columbia at large during the Fall 2016 semester (ie. casual appointment, work study appointment, or a graduate research assistantship-GRA).
- Lead teaching assistants MUST be available from August 29th-September 2nd (MSPH Orientation week) for mandatory trainings and for other trainings during the Fall semester. Failure to comply will result in a relinquishing of the lead teaching assistant position.

For more general information please contact:

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