Leadership
Teaching Assistant Job Description

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

Job Duration: Spring 2020 semester (a couple of roles available in Fall 2019)

Hours per week: 6 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: $1,800.00

- Checks will be distributed on the 15th and end of every month until December 31st.

Job Summary: A Leadership Teaching Assistant primarily reports to their Leadership 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 Leadership 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
- 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

For general inquiries about the position, please contact:

Lauren Westley
OEP Program Coordinator
law2171@cumc.columbia.edu

For Leadership content specific inquiries, please contact:

Dr. Matthew Perzanowski
Leadership Faculty Lead
mp2217@cumc.columbia.edu