Core Teaching Assistant – Job Description

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

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

Hours per week: Varies depending on the studio (will not exceed 20 hours/week)

Salary: Varies depending on the studio

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.

A teaching assistant is expected to:
- Grade student assessments by predetermined deadlines
- Facilitate discussion or lab sections depending on specific studio needs
- Pre-test and proctor assessments
- Meet with students as needed
- Provide classroom support to studio faculty as needed
- Respond to student inquiries via email and follow-up in a timely manner
- Meet weekly with studio lead teaching assistants
- Implement a code of confidentiality when overseeing sensitive content
- Maintain mature, professional, and timely communication with studio lead teaching assistants, studio faculty, OEP, and students

Teaching Assistant Responsibility Breakdown:
(percentages are approximate and are variable across studios)

- Grading and responding to student grading inquiries.................................................................45%
- Facilitating discussion or lab sections ......................................................................................25%
- Assessment logistics, classroom support, and weekly meetings..............................................20%
- Responding to miscellaneous student inquiries or concerns ....................................................10%

Minimum Qualifications:
- Professional, patient, respectful, and mature character
- Effective and efficient communicator
- High level of organization

Preferred Qualifications:
- Prior teaching experience or experience with classroom management

Please Note:
- Selected teaching assistants MUST be available from August 29th-Sepetmber 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 teaching assistant position.

For more general information please contact:

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