

**Teaching Assistant Position (25% FTE)
Winter Quarter 2025**

A Teaching Assistant (TA) is needed in the Child, Family and Population Health Nursing Department for NSG 570: Management of Substance Use Disorders and Other Addictions. The TA will play a pivotal role in the administration and coordination of the course evaluation process for this online asynchronous course. This role also supports student engagement and ensures smooth course delivery, with a strong focus on gathering and analyzing feedback to improve and expand the course.

Roles and Responsibilities of the TA include:

Course Evaluation Administration

- Coordinate the dissemination of course evaluation materials
- Promote strong student participation in the evaluation process through consistent reminders and support
- Compile, analyze, and summarize evaluation data to provide actionable insights for the instructor and program leadership
- Maintain confidentiality and accuracy when handling evaluation feedback

Student/Administrative Support

- Monitor and respond to student inquiries via the course Canvas, email, or discussion boards
- Provide clarification on course materials, assignments, and expectations
- Review and grade assignments, quizzes, and discussion board contributions according to provided rubrics
- Assist in maintaining academic rigor and alignment with course learning objectives
- Foster an inclusive and engaging online learning environment

Qualifications:

- Background in Nursing, Public Health, addiction management, counseling, or related field
- Experience working within the SoN and UW system
- Experience with online education
- Familiarity with Canvas learning management system
- Experience designing and administering surveys or evaluations in an education context
- Ability to handle sensitive data with discretion and professionalism
- Strong written communication skills
- Ability to work independently and collaboratively as part of a team
- Ability to solve problems creatively
- Demonstrated attention to detail and excellent organizational skills

Duration: 12/16/2025—03/15/2025; Winter Quarter 2025. Exact days and hours of employment will be arranged between the TA and course faculty, Dr. Noah Weatherton.

Applications: Please send an email of interest with your resume/CV and cover letter to Dr. Noah Weatherton at weather2@uw.edu.

Closing Date: December 10, 2024

Requirements: Appointment is governed by a union contract. In order to maintain eligibility for your appointment and its benefits, you will need to enroll in at least 10 credits each academic quarter and 2 credits during the summer quarter. Non-U.S. citizens hired to perform teaching duties must (1) meet English language proficiency requirements and (2) participate fully in the International Teaching Assistant Program at the Center for Instructional Development and Research (CIDR). Documentation will be requested prior to appointment.

Tuition coverage: All tuition-based (WA State) students will be paid at their program rate. Please visit the Office of Planning & Budget site for the most up-to-date information, including tuition and related fees: <http://www.washington.edu/admin/pb/home/opb-tuition.htm>.

Special Requirement: You can elect to join UW/GSEAC Academic Student Employee (ASE) union.

For more information see website: <http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/a28.html>.

Appointment Terms: The terms of your appointment are covered under Academic Services Memorandum 35:

<http://nursing.uw.edu/academic-services/policies/academic-student-employee-appointments-academic-services-memorandum-no-35>.

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (TTY) or dso@u.washington.edu
