

**Teaching Assistant Position (25% FTE)  
Spring 2025**

A Teaching Assistant is needed in the Department of Child, Family, and Population Health Nursing for an undergraduate course, **NURS 303 Foundations of Professional Nursing Practice**. The TA will be responsible for assisting course faculty, Dr. Mayumi Willgerodt, in coordinating and managing this didactic course. Active participation and assistance during all scheduled classes is expected. The course meets on Fridays, 8:30-11:20 am during the Spring Quarter. Preference is given to those who commit to attending (or have attended in the past) the School of Nursing TA Boot Camp (asynchronous online) and/or the Center for Teaching & Learning TA/RA Conference (<https://www.washington.edu/teaching/programs/ta-conference/>)

**Roles and Responsibilities**

- Assist with management of Canvas Learning System website
- Literature search for and distribution of educational material
- Assist in preparation of course materials, and assist in presenting course content when appropriate
- Assist with tracking of student assignments, attendance, and other administrative tasks
- Assist with scheduling guest speakers and student learning activities and group work
- Assist in grading assignments
- Communicate regularly with students via Canvas and in class by responding to questions and requests for clarification
- Coach students about course work and assignments
- Other duties as assigned when needed

**Qualifications**

- Must be a graduate student in good standing.
- Expertise with CANVAS Learning Management System and experience with technology-based learning activities
- Proficiency with Zoom and experience using Zoom breakout rooms
- Commitment to using Inclusive Teaching Strategies
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively as part of a team
- Ability to solve problems creatively
- Excellent literature search skills
- Demonstrated attention to detail and excellent organizational skills
- Experience working within the SoN and UW system required; some teaching/TA experience preferred
- Preference for someone who is curious, flexible with variable schedules and open to (or comfortable with) supplementing/infusing the existing course with new teaching and learning modalities.

**Duration:** 3/16/2025 – 6/15/2025. Exact dates and hours of employment will be arranged between the TA and course faculty each quarter

**Applications:** Please send an email of interest with your resume/CV and cover letter to Dr. Mayumi Willgerodt ([mayumiw@uw.edu](mailto:mayumiw@uw.edu)) **with the position and course number you are applying for in the subject line.**

**Closing Date: February 10, 2025.**

**Employment Conditions:**

- Your appointment classifies you as an Academic Student Employee (ASE) and is governed by a contract between the UW and UAW Local 4121: <https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>
- You can elect to join the UW/GSEAC Academic Student Employee (ASE) union. For more information, see: <https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>.
- To maintain eligibility for your appointment and its benefits, you must be enrolled in at least 10 credits (or two 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 before the 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:  
<https://www.washington.edu/opb/tuition-fees/>.

**Tuition waivers for 50% FTE ASE appointments:** (<https://students.nursing.uw.edu/policies/son-memoranda/academic-student-employee-appointments/>)

- **Tuition-based students** hired as ASEs (TAs/RAs/SAs) in the UW School of Nursing receive a resident operating and tech fee waiver and a waiver of the non-resident differential, if any, in the current tuition. This is the standard university practice.
- **Fee-based students** hired as ASEs (TAs/RAs/SAs) in the UW School of Nursing receive course payments equal to Tier 1 graduate resident operating and tech fees, plus remaining related program-specific fees. This practice is consistent with the UW Office of Planning and Budgeting (OPB) Brief (September 4, 2014): *Criteria for Course Payments to Graduate Students in Fee-based Degree Programs*

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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](mailto:dso@u.washington.edu)

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