

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

A Teaching Assistant is needed in the Department of Child, Family, and Population Health Nursing to support **NURS 420-Promoting Community and Public Health**. The TA will be responsible for assisting the faculty of record, Dr. Mayumi Willgerodt, in coordinating and managing these didactic courses. Active participation and assistance during all class meetings is expected. The course meets on Tuesdays, 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 The Teaching Assistant will work with the instructor to provide assistance and support with class and course materials including:

- Assist with management of Canvas Learning System website
- Literature search, duplication, 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 student learning activities and group work
- Assist in grading papers and assignments
- Communicate regularly with students via email and in class by responding to questions and requests for clarification
- Coach students about course work and assignments (includes statistics in NMETH 403)
- Other duties as assigned when needed

Qualifications

- Must be a graduate student in good standing; candidates with a community health background will be preferred.
- Excellent literature search skills and writing skills
- Completion of statistics courses
- Ability to work independently and collaboratively as part of a team
- Ability to solve problems creatively
- Demonstrated attention to detail and excellent organizational skills
- Good written and verbal communication skills
- Expertise with CANVAS Learning Management System & experience with technology-based learning activities
- Experience working within the SoN and UW system required; some teaching/TA experience is preferred

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) **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*](#).

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
