

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

A Teaching Assistant is needed in the Department of Child, Family, and Population Health Nursing to provide support for **NURS 452 Care Coordination and Transition Management**. The TA will be responsible for assisting the faculty of record, Sydney Record, in coordinating and managing this didactic course. Active participation and assistance during all class meetings is expected. The course meets on Thursdays from 11:30 am - 2:20 pm during Autumn Quarter. Preference is given to those who commit to attending (or have attended in the past) the School of Nursing TA Boot Camp and/or the Center for Teaching & Learning TA/RA Conference. <https://teaching.washington.edu/learn/teachinguw-strategies-for-tas/>).

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 materials
- 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
- This position requires on-campus work to attend the course, meet with students, and other on-campus duties as assigned.
- Other duties as assigned when needed

Qualifications

- Must be a Graduate student and in good standing
- 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 preferred

Duration

9/16/2025 – 12/15/2025. Exact days and hours of employment will be arranged between the TA and course faculty, Sydney Record.

Applications

Please send an email of interest with your resume/CV and cover letter to Dr. Record at srecord2@uw.edu, **with the position and course number you are applying for in the subject line. Closing Date: July 18th, 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 UW/GSEAC Academic Student Employee (ASE) union.
For more information see website: <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 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 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** who are 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 amount of the current tuition. This is the standard university practice.
- **Fee-based students** who are hired as ASEs (TAs/RAs/SAs) in the UW School of Nursing receive course payments equal to Tier 1 graduate resident operating and tech fee, 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
