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**Teaching Assistant Position (50% FTE)**

**Winter 2018**

A Teaching Assistant is needed in the Department of Family and Child Nursing for an undergraduate course, NMETH 403 Introduction to Research in Nursing. The TA will be responsible for assisting the faculty of record, Dr. Rebecca O’Connor, in coordinating and managing this didactic course. Active participation and assistance during all class meetings is expected.

The course meets Wednesdays, 1:00—3:50 pm.

**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 **PhD student in Nursing Science in the 3rd year or beyond,** and in good standing
* Preference will be given to those who have attended the Center for Teaching & Learning TA/RA Conference and the School of Nursing TA Boot Camp
* 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 preferred

**Duration:** 12/16/2017—03/15/2018; winter quarter 2018. Exact days and hours of employment will be arranged between the TA and course faculty, Dr. O’Connor.

**Applications:** Please send an email of interest with your resume/CV and cover letter to Dr. Rebecca O’Connor at rebeccao@uw.edu, ***with the position and course number you are applying for*** ***in the subject line. Closing Date: November 1, 2017***

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)