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

**Autumn, Winter, and Spring Quarters 2017-2018**

A Teaching Assistant is needed in the Department of Family and Child Nursing for three undergraduate courses: NURS 415 autumn quarter, NURS 415 winter quarter, and NURS 419 spring quarter. All courses will be taught on Tuesdays. The TA will be responsible for assisting the faculty of record in coordinating and managing these didactic theory courses. The NURS 415 Childbearing and Childrearing Families course meets 10:30 a.m. to 4:20 p.m. on Tuesdays with a lunch break; Rizza Cea is the faculty of record for the Childbearing component and Ann Kalkbrenner is the faculty of record for the Childrearing component. The NURS 419 Transition to Professional Practice course meets 9:20 a.m. to 12:20 p.m. on Tuesdays during spring quarter; Dr. Rebecca O’Connor is the faculty of record for this course. It may be necessary for the TA to be present to assist during the class sessions. The TA is required to attend the Center for Teaching & Learning TA/RA Conference scheduled for September 10th and 20th, and the School of Nursing TA Boot Camp tentatively scheduled for September 18th.

**Roles and Responsibilities of the TA include:** The Teaching Assistant will work with the instructor to provide assistance and support with class and course materials including:

* Literature search, duplication, and distribution of educational material
* Assist in preparation of course materials, and assist in presenting course content when appropriate
* Assist in keeping track of student assignments, attendance, and other matters related to administrative tasks
* Assist in grading papers; help students as necessary with course work and assignments
* Communicate with and coordinate logistics of guest speakers
	+ Assist with setting up and returning classroom A-V equipment
	+ Managing and responding to course related email as requested
	+ Assist with review sessions
	+ Proctoring exams, including make-up sessions
	+ Transporting exams to Office of Educational Assessment
* Other duties as assigned when needed

**Qualifications:**

* Must be a PhD student in Nursing Science in the second year or beyond, and in good standing
* Excellent literature search skills and writing skills
* Ability to work independently and as part of a team
* Ability to solve problems creatively
* Demonstrated attention to detail and excellent organizational skills
* Good communication skills: clear, thoughtful written and oral responses to students questions, assignments
* Experience with CANVAS
* Some teaching/TA experience preferred
* Experience working within the SoN and UW system

**Duration:** 09/16/2017—06/15/2018; autumn, winter, and spring quarters 2017—2018. Exact days and hours of employment will be arranged between the TA and course faculty, Professors Cea and Kalkbrenner and 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 numbers you are applying for*** ***in the subject line, as soon as possible.***

***Closing Date: June 5, 2017***

**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: <http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/preamble.html>

* You can elect to join the UW/UAW Academic Student Employee (ASE) union.  For more information, refer to the Union contract details on the site: <http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/a28.html>
* In order 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).

Note: 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.

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