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

**Winter Quarter 2019**

A Teaching Assistant is needed in the School of Nursing for NURS 401: Care in Illness I which meets Mondays 8:30-11:20; Wednesdays 9:30-11:20 during Winter Quarter 2019. The TA will be responsible for assisting the faculty of record in coordinating and managing this didactic course. Active participation and assistance during all class meetings is expected. The faculty on record for NURS 401 are: Drs. Amy Walker and Gaylene Altman. The TA is required to attend the School of Nursing TA Boot Camp scheduled for September 19th and the Center for Teaching & Learning TA/RA Conference scheduled for September 17th – 19th.

**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:

* 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 assignments
* Proctor exams
* Communicate regularly with students via email and in class by responding to questions, requests for clarification
* Coach students about course work and assignments
* Other duties as assigned when needed

**Qualifications:**

* Must be a **graduate student in nursing and in good standing; PhD student preferred.**
* Excellent literature search skills and writing skills
* 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:** 12/16/2018—03/15/2019; winter quarter 2019. Exact days and hours of employment will be arranged between the TA and course faculty, Drs. Walker and Altman.

**Applications:** Please send an email of interest with your resume/CV and cover letter to Dr. Amy Walker at walkeraj@uw.edu, ***with the position and course number you are applying for*** ***in the subject line, as soon as possible.  
Closing Date*: August 1, 2018**

**Requirements:** Appointment is governed by a union contract. In order to maintain eligibility for your appointment and its benefits, you will need to enroll in at least 10 credits each academic quarter and 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 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: <http://www.washington.edu/admin/pb/home/opb-tuition.htm>.

**Special Requirement:** You can elect to join UW/GSEAC Academic Student Employee (ASE) union.   
For more information see website: <http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/a28.html>.

**Appointment Terms**: The terms of your appointment are covered under Academic Services Memorandum 35: <http://nursing.uw.edu/academic-services/policies/academic-student-employee-appointments-academic-services-memorandum-no-35>.

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)