

Job title: Teaching Assistant (temporary services)
Course: The U.S. Health Care System (Med 417)
Department: Community Health and Social Medicine
School: The Sophie Davis School of Biomedical Education
University: City College, City University of New York
Start date: August 27, 2013
End date: November 14, 2013
Number of hours: 12 hours per week (1-5 pm Tues/Thurs + four other hours)
Hourly rate: \$38.91 per hour
Minimum Degree: Masters degree in public health, economics, public policy, anthropology, economics, political science, social welfare, sociology
Preferred Qualifications: Teaching assistant experience
Some experience with Team-Based Learning
Excellent English-language writing ability

Job duties:

During Classroom Meetings (1-5 pm Tuesdays and Thursdays)

- Upload pre-recorded materials for broadcast in the classroom. Assure functioning of classroom audiovisual equipment.
- With professor, adjudicate real-time appeals of *Group Readiness Assurance Test* items.
- Assist professor with the development of on-the-spot mini lectures that focus on the concepts with which a majority of students struggle.
- With professor, circulate among the teams as students work on application exercises to assist those who are struggling with concepts or tasks, and facilitate teamwork.
- Take attendance and record responses to the *Group Readiness Assurance Test*.
- Proctor examinations with professor.

Student contact outside of classroom hours

- Work with professor to give students individualized feedback during office hours.
- Tutor students who are struggling to learn course concepts.

Course maintenance outside of classroom hours

- Work with professor to grade weekly quizzes and final examination.
- Work with professor to grade writing assignments.
- Maintain the course's *Blackboard* site, including recording grades.
- Collect student feedback regarding errors or problems with assignments and work with the professor to rectify.

For further discussion please contact: Theresa Montini, MSW, Ph.D
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