Position: Teaching Assistant  
Class: N246 Symptoms and Management  
Begin Date: March 20, 2016  
End Date: June 17, 2016

Assistant teaching is a valuable service students can provide their student colleagues, but also a great way for them to establish themselves as responsible and caring individuals and potential future teachers. As a teaching assistant, the student will assist other students in a course or courses they have already completed, on recommendation from other UCSF faculty.

Description and Expectations:
1. The Teaching Assistant will work with the Faculty of Record (FOR) in updating the readings to coincide with the new editions of the required books.
2. Help the FOR reformat and manage the Moodle site.
3. Assist with managing emails regarding N246 course questions.
4. Assist with scheduling, proctoring and questions regarding the midterm and final exam.
5. Support students in their learning process throughout the course
6. Other classroom and IT support as need arises

This position is a part time temporary position and will involve a maximum of 10 hours / week. The hours are flexible and some of the work can be performed electronically but the TA is expected to attend classes in order to familiarize themselves with the guest lecturers, content, and interact with students. This position does qualify for tuition fee remission.

Qualifications:

- Excellent ability to navigate moodle
- Good verbal and written communication skills
- Prior receipt of an A in N246 or equivalent course
- Flexibility

Interested applicants should submit a resume and contact Liz Gatewood directly by email at elizabeth.shabrel@ucsf.edu.