The teaching assistant position for this course is .25 FTE or approximately 10 hours per week. Position is for the Fall Quarter 2015.

For job duties, there is some flexibility depending on the TA's skill set. However, these are the general responsibilities:

- Post course materials on CLE
- Assist with scheduling guest lectures
- Contact guest lecturers and offer assistance with posting presentations, setting up AV equipment for lecture, etc.
- Answer routine student questions
- Assist students with problem solving around CLE access, printing handouts, etc.
- Check incoming e-mails on CLE several times/wk. Respond to these or forward to Faculty of Record (FOR) as appropriate
- Assist faculty to develop and grade course assignments, and post grades on CLE
- Other responsibilities as appropriate

TA must be available during scheduled class hours, which will be Wednesdays, 3 – 5 p.m.

If interested, please contact course FORs Beth Phoenix at beth.phoenix@ucsf.edu, or Adam Carrico at adam.carrico@ucsf.edu.