Teaching Assistant -
N270 Advanced Health Assessment

Being a teaching assistant can provide a student with an excellent opportunity to participate in the “behind the scene” preparation of teaching a course. 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.

In order to work as a teaching assistant, you must have earned a B or better in the particular course(s) (or similar courses) you wish to assist in, and you must also maintain a 3.0 cumulative grade point average. If you have never worked at UCSF before, you will need to fill out the required paperwork.

Tasks
1. Assist the Faculty of Record (FOR) in developing and grading optional extra credit homework assignments.
2. Help the FOR reformat and manage the Moodle site.
3. Assist with managing emails regarding N270 course questions.
4. Assist with proctoring and questions regarding the midterm and final exam.
5. Other classroom and IT support as need arises.

This is a part-time, temporary position. Hours will be flexible. Some work can be done electronically.

Qualifications
• Current student status with prior “A” received in N270 or equivalent course
• Excellent communication and writing skills
• Customer service orientation
• Willingness to learn and assist faculty and students
• Prior UCSF TA and Moodle experience preferred

Other Expectations
1. Your schedule will have some flexibility to coordinate with FOR and student needs
2. Time Records are to be submitted on a monthly basis

Interested applicants should contact Barbara Hollinger directly by email at Barbara.Hollinger@nursing.ucsf.edu or office phone (415) 502-5668 to set up an interview. Please bring a CV or résumé to the interview. Selection to be completed by 8/24/12.