Position: Teaching Assistant  
Class: N246 Symptoms and Management  
Begin Date: January 2, 2017  
End Date: March 31, 2017

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. 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 CLE/ Moodle site.
3. Assist with managing emails and forum questions regarding the N246 course.
4. Provide the midterm and final review with the support of the FOR.
5. Assist with scheduling, proctoring and questions regarding the midterm and final exam.
6. Support students in their learning process throughout the course
7. 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 it is preferred if the TA attends 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 CLE/ moodle
- Good verbal and written communication skills
- Prior receipt of an A in N246 or equivalent course
- Flexibility
- Interest in teaching

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