Family Health Care Nursing Department
Teaching Assistant Posting For N270 Advanced Health Assessment

Position: Teaching Assistant
Class: N270 Advanced Health Assessment
Begin: September 7, 2016
End: December 31, 2016

Description:
Being a teaching assistant can provide a student with an excellent opportunity to participate in the “behind the scenes” 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.

Responsibilities:
• Assist the Faculty of Record in developing and grading optional extra credit homework assignments
• Help the FOR reformat and manage the CLE site
• Assist with managing emails regarding N270 course questions
• Assist with scheduling, proctoring and questions regarding the midterm and final exam
• Other classroom and IT support as need arises

This is a part-time (10 hours per week, with fee remission), temporary position. Hours will be flexible, and your schedule will have some flexibility to coordinate with FOR and student needs. Some work can be done electronically. Time records are to be submitted on a monthly basis.

Required 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
• Excellent CLE skills

Preferred Qualifications:
• Prior UCSF TA experience
• Able to attend class meetings on Wednesdays 9/28-11/30, 8:10-10 a.m.

Contact:
Interested applicants should contact Andrea Kuster directly by email at andrea.kuster@ucsf.edu or office phone (415) 502-2020 to set up an interview. Please bring a CV or resume to the interview. Selection to be completed by 9/5/16.