Position: 50% Graduate Teaching Assistant (Discussion Leader) – 2 positions available

Course Number and Title: CPH:1400 Fundamentals of Public Health Course Instructor: TBD

Start date: (3‐business days prior to start of semester)

End date: This is a one semester appointment.

Application Deadline: November 16, 2018

The College of Public Health Undergraduate Program is seeking a 50% Graduate Teaching Assistant (Discussion Leader) to lead a discussion section of CPH:1400 Fundamentals of Public Health and to aid the primary instructor with the Honors discussion section .

This course is intended for lower‐level undergraduates and is a requirement for students in the public health major and a pre‐requisite for students intending to apply to the major. This course will provide students with an introduction to the field of public health with a special emphasis on issues, challenges, achievements, and careers in public health. Students will be introduced to historical events and scientific evidence that serve as a foundation for public health practice and research. They will also have the opportunity to explore career options in public health.

This half‐time appointment will require effort that will average 20 hours of work per week over the course of the semester. Faculty supervisor(s) will discuss the specific expectations of this teaching position. The following table is an example of the average weekly effort that we expect for this position.

|  |  |
| --- | --- |
|  | **Average # Hours****per Week** |
| **Contact Hours** |  |
| Lecture (attend 1 session, T 3:30‐4:45) | 1.25 |
| Discussion (3 sections, times TBD) | 3.75 |
| **Preparation/Grading** |  |
| Weekly meeting with course supervisor | 1 |
| Individual preparation/grading | 10 |
| **Office Hours** | 2 |
| **Other\*** | 0‐2 |

* Other work may include, but is not restricted to, attending TA orientation and/or training sessions before the start of the semester, handling grade complaints or academic dishonesty, subbing for instructors/TAs who are sick, assisting with online course materials, contact hours with students outside of office hours (in person or email communications), etc.

The above chart establishes a guideline for expectations; you are scheduled for a five‐day workweek (Monday‐Friday) regardless of the appointment percentage, unless altered in writing by your direct supervisor. The exact weekly schedule and assignment of duties will be determined by your supervisor, in consultation with you. It is reasonable to expect small variations in the number of hours allocated to each activity in any given week.

You will be required to attend a TA orientation prior to the start of the semester (date/time undetermined at this time). You will also be required to learn to use ICON (the University of Iowa’s Learning Management System) as an instructor.

To be eligible for assignment to this teaching position, the student must have suitable knowledge and teaching ability. Judgments of knowledge and ability will be made by the Director of Undergraduate Programs or the Associate Dean of Academic Affairs, in consultation with the hiring faculty. These judgments will be based on many factors (as available) which may include applicant interviews, conversations with references, evaluations from previous teaching supervisors, students’ evaluations from previous teaching assignments, and specialized training in instruction.

Required qualifications:

* + Enrollment in a graduate program at the University of Iowa College of Public Health
	+ Experience managing, supervising, or teaching undergraduate students
	+ Coursework or training related to public health, social justice, and health equity
	+ Excellent verbal and written communication skills
	+ Experience with Microsoft Office programs

Desired qualifications:

* + Completion of MPH:2099/CPH:1400 Fundamentals of Public Health
	+ Experience working with diverse groups
	+ Experience conducting literature reviews

Application instructions: Applications are accepted by emailing cph‐hr@uiowa.edu. Please refer to CPH: 1400 50% TA in the email. Applications should include the following:

1. a cover letter,
2. a resume, and
3. contact information for the following individuals, who may be contacted to provide a reference regarding your academic standing in the program, progression toward degree completion, academic performance in related coursework, and/or prior experience:
	* Current CPH academic advisor and former non‐CPH academic advisor (if not yet enrolled at UI)
	* Supervisor for a prior experience managing, supervising, or teaching undergraduate students

A criminal background check will be required for the candidate of choice.

*The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, natural origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.*