Teaching Assistant MEDI504A/B – Winter term (Oct 2024 – Feb 2025)

Job Description

Expected workload: 7 hrs/week

- Attending lab and lectures: 4 hrs
- Weekly Prep work: 1hr
- Weekly Marking: 1hr
- Responding to student questions: 1hr

Responsibilities:

- Lead lab sessions, demonstrating practical aspects of the coursework and guiding students through exercises. Note that materials will be provided.
- Perform timely and fair grading of assignments, lab reports, quizzes, and exams, providing constructive feedback.
- Be prepared to conduct lectures in the absence of the instructor.
- Provide academic support through office hours or online forums, assisting with course content and preparation.
- Assist in the creation of assignment questions and lab exercises relevant to course objectives.

Organizational tasks:

- Set up Canvas page at the beginning of the term
- Send class announcements.
- Regularly update the course page on Canvas with lecture notes, lab materials, readings, and additional resources.
- Accurately record and update grades on Canvas for student access.

Required skills and competencies:

- Strong skills in coding using R and adeptness in using RStudio for data analysis.
- Produce comprehensive reports and presentations in PDF and HTML formats using R Markdown.
- Knowledge of machine learning algorithms.
- Proficiency in Canvas and content organization.
- Excellent communication skills.
- Responsible and punctual.

Please send applications to: dom.research@ubc.ca