

Job Description: Teaching Assistant for the MD Program at the Main Campus

The Teaching Assistants (TAs) are expected to facilitate the effective delivery, integration, and management of course content and group activities, as well as the fluid use of educational technology tools available at PHSU. Teaching Assistants (TAs) will work closely with course directors and coordinators, as well as faculty, to effectively achieve course-specific learning outcomes.

TAs will have the general responsibility for proctoring all SOM exams (if there is a conflict with another scheduled course activity, they need to inform their supervisor).

All TAs will be assigned to assist in several courses or departments, and expectations include:

Requirements of the position:

Time Commitment: Full-time 40 hours/week

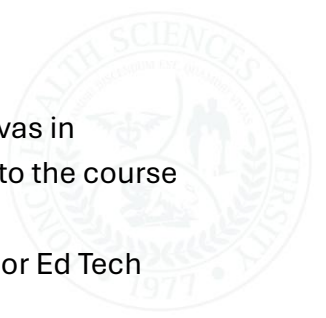
Education: Doctor in Medicine

Years of Experience: Teaching experience highly recommended but not required

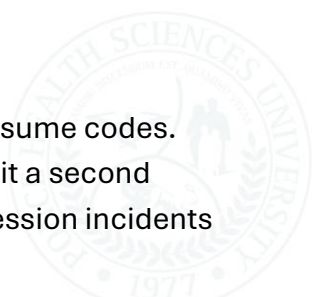
Roles and Responsibilities:

- 1) Assist courses/departments' faculty in all duties related to course session preparation and delivery:
 - a. Familiarize yourself with the course or clerkship structure and learning objectives.
 - b. Participate in planning and discussing the learning objectives of course sessions.
 - c. Attend all In-Class Sessions (ICS) and help develop formative questions for polling (iClickers) or quizzes.
 - d. Assist in the creation of PowerPoint slides for sessions.
 - e. Coordinate and manage all educational tools needed for course delivery: iClickers, Zoom, Canvas:
 - i. Interface with IT and Ed Tech staff to support and expedite the resolution of any problems.
 - ii. Assist with audio, video, chat, and sharing features in Zoom, whenever applicable.
 - iii. Compile questions made by students in the chat and assist faculty with the answer, either during the live session or after.



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- iv. If applicable, record sessions and upload them to Canvas in collaboration with course coordinators and according to the course director's instructions.
 - v. Direct students with technical issues to appropriate IT or Ed Tech support avenues.
 - f. Coordinate iClickers data gathering related to the student's performance sessions and send a report to the course director or faculty.
 - g. Provide reports to the faculty about the completion of course-related assignments in Canvas.
 - h. Assist faculty with mentoring and tutoring students, as well as coordinating appointments.
 - i. Supervise and give feedback to students during Standardized Patient activities under faculty supervision.
 - j. Assist course directors in the preparation of the course evaluation for the Curriculum Committee (MPCC).
- 2) Assist faculty with Small Group Discussions (SGDs) and Problem-Based Learning (PBL), Team-Based-Learning and Case-Based-Learning (CBL) planning logistics and delivery:
- a. Participate in all activities and pre-discussion sessions in assigned courses.
 - b. Review all materials and evaluation forms used in these group activities.
 - c. Contribute to the development of new teaching materials.
 - d. Assist faculty with grading quizzes and SGD's related tasks.
 - e. Compile and analyze SGD's session evaluation reports.
 - f. Supervise students' professional behavior during these sessions and assist the faculty in preparing a report of the student with poor professional behavior.
- 3) Assist in completing the match of the course objectives in the curricular database with the EPO, hot topics, teaching and evaluation methods, USMLE examination outline, etc.
- 4) Serve as a proctor/lead proctor and supervisor in all examinations (of the pre-clinical and clinical phase, including ExamSoft, NBME, Standardized Patients formatives, OSCEs, and Clinical Performance Examination (CPX).
- a. Coordinate among course coordinators, the Educational Technology Unit, and IT, related to



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- b. logistics of the exam, knowledge of access passwords, and resume codes.
 - c. Document (report time, student name, and activity) and recruit a second proctor as a witness. Report suspicious behavior and exam session incidents (if any) to the course leadership.
 - d. Notify faculty assigned to the exam and then intervene in cases of disruptive behavior by students during examinations.
 - e. Contribute to the development of new exam content.
- 5) Assist in other academic activities assigned by the Associate Dean for Medical Education or as needed.

For those interested, please send a CV to gaguirre@psm.edu

