Dear Public Health Graduate Students,

Effective WI23, the HWSPH will be changing the TA hiring process to streamline procedures and support the fiscal health of the school. The new process will put the focus on course needs. As such, there will be more 50% TA positions available, but fewer positions overall.

We want every eligible graduate student to have the opportunity to apply for open TA positions each quarter.

To have the strongest chance of being placed into a TA position, we encourage all interested students to apply as early as possible and before the deadline. The HWSPH Education Team will send an e-mail announcement out as soon as the application portal opens each quarter, and quarterly TA opportunities will be posted on our website under Teaching Assistant (TA) Opportunities.

We strongly recommend that students apply early and before the initial deadline. There will be two separate campaigns for TA opportunities each quarter: one will be for Biostatistics TA Opportunities (limited to students in the Biostatistics program) and the other will be for all other Public Health TA Opportunities.

We have included the entire hiring process below (and on our website) so that our hiring processes are clear and transparent. Please feel free to email us at hwsphedteam@health.ucsd.edu if you have any questions.

TA Quarterly Hiring Process for all HWSPH TA Opportunities:
- TA Application posts on our website and email is sent out to all Public Health Graduate Students encouraging all eligible students to apply.
- Initial deadline to apply ends and Education Team begins to work on TA placement. The TA Application will stay open and will accept additional submissions but eligible students who have submitted early will have priority.
- Offers are sent out on a rolling basis until all positions are filled.

Students are prioritized by level and year of graduate student in addition to meeting all eligibility criteria used to place graduate students into TA positions. Eligibility includes:
- No student schedule overlaps with eligible course lecture TA positions (rare exceptions are made when the instructor determines specific course doesn’t require TA lecture attendance)
- Strong knowledge of material for course TA positions
- Potential additional TA requirements set for a specific course by the instructor
- Eligibility to take on 25% or 50% position based on quarter enrollment
  a. Eligibility Per Graduate Division: For the academic year employment at 25-50% time, a student must be registered full-time (12 units or more). A student enrolled in fewer than 12 units, with departmental approval, is eligible for a maximum of 25% time employment. (http://grad.ucsd.edu/financial/employment/ases/ase-employment-types.html - Refer to section: Graduate Student - ASE Minimum Qualifications)

TAs are expected to attend all course lectures in-person as part of the hiring contract. If after accepting a position, a situation arises that changes a graduate student’s eligibility or availability for the position, they must notify the program as soon as possible. Failure to notify will result in a loss of the position. On rare occasions accommodations can be made when notified in advance of one’s situation.

Actual duties for a particular course may vary and will be defined by the supervising instructor. Typical duties may include:
- Attend lectures
- Lead discussion section(s) or lab section(s)
- Hold office hours
- Assist with development of exams
- With faculty oversight, develop new (written) course material for use in discussion sections/ homework/ exams/quizzes/review sessions
- Proctor and grade exams
- Meet regularly with the instructor
- Assist with course management
- Mentor undergraduate instructional assistants
- Other applicable duties as assigned by the instructor
- 10 hours per week (25% position) or 20 hours per week (50% position)

Important Resources for Public Health TAs on the Public Health Resources Page:
- TA Support
- Teaching Assistant (TA) Opportunities
- Instructional Support