TA Position Available – Fall Quarter 2014
Immediate Opening

Career Transitions for Bioscientists: Academia (INDE 231A)

The School of Medicine Career Center has an immediate opening for a Teaching Assistant for Career Transitions for Bioscientists: Academia (INDE 231A) offered to the Bioscience and School of Medicine community during Fall Quarter 2014. The successful candidate may be considered for subsequent Teaching Assistantships for SOMCC career courses during the Winter, Spring and Summer quarters.

General Description
• Assist course instructors and overall course leadership in the development of course and workshop content and materials
• Assist with the identification, invitation, preparation and introduction of potential speakers for topics relevant to the academic sector; assist with facilitation of panel/group discussions
• Prepare and distribute marketing materials to departments and contacts within content area and to Stanford at large.
• Provide brief overview of course at club/departmental meetings or tabling events.
• Assist with website maintenance/content as needed
• Take attendance, collect/tally evaluations, and address student/speaker concerns
• Assist with introductory lectures, Coursework discussion board and course listserv
• Other duties as assigned

Requirements
• Currently enrolled graduate student
• Strong organizational and communication skills
• Leadership ability within a team environment
• The ability to research, invite and conduct follow-up communication with potential panelists and partners
• Interest in issues of graduate/trainee career development and exploration

Preferred:
• Knowledge of career options and concerns of graduate students, post docs and other researchers
• Experience with graphic design and other tools for program marketing
• Experience with web design and software (at Stanford, a plus)

If interested please contact:
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