Experienced Head Teaching Fellow wanted for World Health: Challenges and Opportunities
Professor Sue J. Goldie

Spring term, 2020

Responsibilities of the Head Teaching Fellow, in addition to normal TF responsibilities, are as follows:

- Help with recruitment interviewing and hiring of Teaching Fellow Team
- Organize TF training workshops on classroom discussion leading, feedback and assessment with Professor and course staff
- Effectively manage course logistics for a class of roughly 100 students, including room reservations, scheduling and assignment of sections, scheduling and supervision of exams, and completion of required FAS administrative tasks.
- Delegate and coordinate TF duties to ensure completion of course tasks in a timely fashion.
- Prepare finalized course materials, including syllabus, notes, course reader, assignments. This will involve working closely with the course team a few months before the course begins.
- Update and maintain course website, including posting assignments and solutions, course readings, important announcements and links to additional resources. Insuring streamlined communications flow.
- Prepare TF meeting agendas and other meeting materials in addition to facilitating TF meeting discussion and presentations.
- Work in close coordination with Course Head/Professor to determine intermediate and final course graded assignments.

Desired Qualities:

- Familiarity with Global Health Disciplines: Economic/quantitative skills drawn from the following programs especially desired— GHD, PhDs, ScDs, Population Health Sciences.
- Must have exceptional management and organizational skills; the ability to effectively manage a team of approximately 10 TFs in addition to course logistics is essential—prior HTF experience a plus.
- Must be able to effectively coordinate with Course Head/Professor and FAS administrative personnel, facilitating good communication and achievement of course goals by key deadlines.
- Must be able to work effectively under time pressure.
- Must be sensitive to the special concerns and needs of undergraduate students, TFs and the Course Head.
- A strong interest in helping to further develop the global health curriculum is appreciated.

How to Apply: Please email a brief statement of interest, contact information for two references, and your resume to the Global Health Education and Learning Incubator at Harvard University: gheli@harvard.edu.

Deadline for application is October 11, 2019.