MOOC Teaching Assistant (TA) Job Description

The TA position requires assisting Columbia Video Network (CVN) in the preparation, ongoing delivery and student support activities for the Artificial Intelligence MirroMasters series on edX.

Responsibilities include:

Prior to Course Start (begins 8 – 12 weeks before course starts)
- Taking an online course to become familiar with course operations
- Creating ancillary course content as requested, including discussion questions, and assignments
- Work with CVN team to ensure course material is uploaded and timed to release
- QA the course videos and assignments
- Promote courses on social media

Ongoing
- Editing course materials, as needed
- Managing online discussion forums and responding to general issues
- Administration of peer grading process
- Keeping online site current (announcements)
- Proactively monitoring and resolving any issues that arise
- Delivering social media posts

Conclusion
- Monitor certificate process and release
- Monitor feedback and post-course evaluation survey

Skills Required:
- Interest and expertise in Artificial Intelligence and Machine Learning
- Solid skills working with content management, documents, graphics
- Attention to detail
- Positive attitude
- Ability to proactively and professionally address any issues that may arise
- Experience with social media a plus

Time Commitment
- 10 hours a week
- The TA may need to be available some nights and weekend hours
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Interested students please contact support@cvn.columbia.edu for more information