



# 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 MircoMasters [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](mailto:support@cvn.columbia.edu) for more information