

**ROWAN UNIVERSITY SCHOOL OF OSTEOPATHIC MEDICINE**  
**JOB DESCRIPTION**

**Job Title:** Teaching Assistant  
**Facility:** School of Osteopathic Medicine  
**Department:** Academic Affairs  
**Facility:** RowanSOM  
**Reports To:** Assistant Dean for Academic Affairs and Accreditation

**If interested, please email Jacqueline Giacobbe at [giacobja@rowan.edu](mailto:giacobja@rowan.edu).**

**Please include a copy of your CV.**

**Use subject format: Last Name -Work Study Candidate. Exm: Smith- Work Study Candidate**

**SUMMARY:**

The Teaching Assistants (TA) for the Department are responsible for reviewing and editing the captions and transcripts from ECHO, Zoom and or WebEx lecture recordings from the first to third year SGL curriculum to improve the accuracy for student use and to meet the ADA Compliance laws.

**ESSENTIAL DUTIES:**

1. Listen to lecture recordings and utilize Echo360 Transcript Editor to revise and proofread captioned transcript to ensure accuracy
2. Format and edit the auto-generated text for correctness of terminology, grammar, punctuation, and clarity of expression to improve the usability for all students.
3. Publish the revised transcripts and captions in Echo360 and as an Adobe PDF within a 48-hour time period

**MINIMUM QUALIFICATIONS:**

Applicants, preferably SOM or GSBS students, will need a science background and strong familiarity with medical terminology. Student must have the ability to utilize the technology and be able to produce and publish the typed transcripts in a reasonable time period.

**PHYSICAL DEMANDS:**

All essential functions as specified by current Admissions/Enrollment requirements during initial student matriculation.