TEACHING OPPORTUNITIES
INTERNATIONAL SPECIALIZED PROGRAMS

JOB DESCRIPTION

The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service.

UW Continuum College (UWC²) expands the reach of the University of Washington with programs like UW Professional & Continuing Education, International & English Language Programs, Summer Youth and the Osher Lifelong Learning Institute that meet the needs of learners at all phases of their lives. We are focused on removing obstacles to relevant educational opportunities by addressing geographic, financial, length of commitment, and time constraints, increasing access to education for more people. By looking ahead and innovating, we are creating new educational opportunities to help people thrive in an ever-changing world.

International Specialized Programs, a unit within UWC², has outstanding temporary, part-time teaching opportunities for instructional assistant(s) within a new customized, six-week online course.

Instructional assistants do not hold UW academic appointments.

TECHNOLOGY PREPARATORATORY ACADEMY:
Introduction to Computer Science Online Course

The Technology Preparatory Academy is an online group program offering designed for students in Indonesia who are interested in developing their technical knowledge and skills. This program will launch during winter quarter 2021 with a one non-credit, online Introduction to Computer Science course offered to high school students (ages 15-17) in Indonesia who have little to no prior programming experience.

This customized Introduction to Computer Science course explores fundamental concepts of computer science and computational thinking through an online, project-based learning environment. Students will learn about reasoning; problem solving; data representation; abstraction; the implementation of basic math and science principles in code; managing complexity; operation of computers and networks; and ethical, legal, and social aspects of information technology. They will also connect course skills and concepts to real-world situations through course activities and assignments.

COURSE SCHEDULE DETAILS

Online, group-paced course with some real-time meetings > Students start and finish the six-week course as a group with engagement via a combination of synchronous and asynchronous online learning methods. They attend regularly scheduled real-time online class sessions and also work
through some course content and materials on their own time. Students have opportunities to interact with instructors and classmates during live class sessions, office hours, and discussion boards. Assignments have fixed deadlines.

**Course dates and times >**  
February 22 – April 2, 2021

Live class session schedule:  
M/W/F 4:30 – 6:00 AM Pacific Standard Time =  
M/W/F 7:30 – 9:30 PM Western Indonesian Time

Notes: In addition to participating in the live class sessions, students will be expected to spend 1.5 hours per week on structured, asynchronous learning and 2-3 additional hours per week on assignments.

**COURSE TOPICS AND JOB OPENINGS**

**Course 1: Introduction to Computer Science**

<table>
<thead>
<tr>
<th>Topics may include</th>
<th>Current Job Openings</th>
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<tbody>
<tr>
<td>abstraction, binary, variables and datatypes</td>
<td>Course Instructor</td>
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<tr>
<td>functions, expressions and control flow, conditionals,</td>
<td>Instructional Assistant(s)</td>
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<td>basic input and output</td>
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<tr>
<td>digital distribution, loops &amp; nested loops, strings, arrays</td>
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<td>timing and algorithmic complexity</td>
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<td>introduction to scientific computing</td>
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<td>computer science and ethics</td>
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**INSTRUCTIONAL ROLE**

There is one type of role available. It is part-time and designed to accommodate professionals who work during business hours. This role does not hold a UW academic appointment.

- **Instructional Assistant** – Develop your knowledge and experience by serving as an instructional assistant to coach and teach students online. The instructional assistant serves in a key role in our online course offerings, engaging with students, collaborating with the instructor, grading student work, monitoring student progress, and helping learners to achieve course competencies.

**RESPONSIBILITIES**

**INSTRUCTIONAL ASSISTANT: Online Course, Group-Paced**

A typical week for an instructional assistant will vary but on average may comprise 4.5 hours of supporting facilitation and teaching during real-time online sessions; a minimum of 2-4 hours per week of preparation, student interaction, monitoring discussion forums, monitoring student progress, assisting the instructor with grading, and a minimum of 1 hour per week setting up/prepping for/conducting the weekly instructional team meeting.
- Attend each online, real-time class session (4.5 hours per week, M/W/F from 4:30 – 6:00am PST) and provide instructor with support by taking student attendance and troubleshooting technical issues. Technical duties may include: launching the Zoom/live class sessions meetings each week, facilitating breakout sessions within Zoom, facilitating share out discussions after breakout sessions as necessary, and other similar tasks.
- Coordinate with the course instructor and any other instructional assistants to ensure curriculum continuity and work collaboratively with the course instructor, adapting approach based on feedback and sound pedagogical practices.
- Expectations during the course comprise a minimum of 2-4 hours per week of preparation and student interaction outside of class hours.
- Establish a visible presence in the online course by guiding and facilitating student learning and student interaction.
- Respond to student inquiries such as content questions, assignment questions, policies, etc. Use discretion on when to escalate questions to the instructor or the appropriate administrative staff. Timely response is within 24 hours for general questions.
- Monitor student engagement with the online course materials and with peers, including online discussion forums.
- Engage with inactive students to find out how to best support them. Inform instructor of students who have not completed by their deadline to ensure grades are issued accordingly.
- Prepare and submit weekly attendance and participation reports to instructor and program director.
- Maintain high standards of professionalism, punctuality, and content relevance for diverse students.
- Participate in weekly check-ins with instructor for the duration of the course.
- Complete online instructor onboarding tasks and relevant learning technology training.
- Collaborate with program manager, instructor, and the rest of the instructional team to address student issues and course evaluation feedback.
- Provide grading support as directed by the instructor. May review drafts of final projects or other student work before submitted for grading. Follow a defined process to document student interactions and student hand-off in the event that a different instructional assistant takes over midway through a course.
- Observe FERPA and other privacy laws and policies.

**SKILLS AND EXPERIENCE**

**Required**
- Willingness to align with a set curriculum plan
- Excellent interpersonal, oral, and written communication skills
- Ability to interact with individuals from diverse cultural and socioeconomic backgrounds
- Legal authorization to work and receive compensation in the United States
- Minimum 2 years' professional or academic experience with computer science or related role
- Willingness to work with a set curriculum plan

**Desired**
- Experience facilitating and/or supporting Zoom meetings
- Prior teaching or mentoring experience, particularly with high school and/or international students
- Bachelor's degree or higher
APPLY TO TEACH
Interested applicants should send a resume or LinkedIn profile and letter of interest describing relevant experience, preferred course and role to the Program Director, Melissa Woldeit at ispinfo@uw.edu.

The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral.

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or dso@uw.edu.