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.

UWC² has an opportunity for a temporary, part-time Instructional Assistant in the Certificate in Human Resources Essentials. The Instructional Assistant serves in a key role in our Certificate programs, engaging with students, collaborating with the instructor, monitoring student progress, and helping learners to achieve course competencies. Instructional Assistants do not hold UW academic appointments.

Responsibilities

Online Course, Self-Paced
A typical week for an instructional assistant will vary but on average may comprise an average of 9 hours per week of preparation, student interaction, monitoring discussion forums, monitoring student progress, assisting the instructor with grading, and 1 hour per week setting up/prepping for/conducting the weekly instructional team meeting.

- Serve as the primary responder 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 48 hours.
- Monitor student engagement with the online course materials and with peers, including online discussion forums.
- Check in with all students in the course at regular intervals using set timeline and email templates.
- 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.
- Coordinate with the course instructor to ensure curriculum continuity. Schedule and facilitate a weekly 1-hour instructional team meeting and compile meeting notes.
- 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.
- Complete an online instructor onboarding course and relevant learning technology training.
• Understand UWC² policies regarding grading and course completion timelines so as to accurately communicate them to students.
• Utilize – and, if not familiar with, learn – the following technologies: Open edX, Outlook email and calendaring, OneDrive, Zoom, Power BI, and other program-specific technologies (training will also be provided).
• Observe FERPA, HIPAA, and other privacy laws and policies.

Requirements
• 2 years of experience in the Human Resources field
• The Human Resources Essentials certificate substitutes for one year of experience
• Excellent interpersonal written communication skills for on-line interaction
• Ability to interact with individuals from diverse cultural and socioeconomic backgrounds
• Legal authorization to work and receive compensation in the United States

Desired
• Prior teaching or mentoring experience, particularly with adult learners

Compensation  Starting at $4400

Instructional Timeline  January 15-June 30, 2020 with training in December 2019 (Date: TBD)

Course Description
HRE 110: The HR Function and Foundational Competencies
Human resources professionals have two overarching goals: to help employees excel at their jobs and to ensure that critical business functions run as smoothly as possible. To achieve those goals, they need to be well-versed in the broad range of human resources functions and to master several core HR skills.
In this course, students get an overview of the field of human resources and the roles it encompasses. They will understand how HR interacts with other parts of the organization and about the foundational competencies needed in any HR role, such as records management and communication. They will also learn why employee policies and compliance are so important and how to use critical thinking skills to identify core problems, develop possible solutions and mitigate common risks.

If interested in this position please e-mail your resume and a statement of interest to Mona Kunselman. E-mail: monamk@uw.edu  Telephone: 206-685-6514

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.