

INSTRUCTIONAL ASSISTANT

UW CONTINUUM COLLEGE



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 at the UW that meet the needs of various 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 a world of change.

UWC² has an outstanding opportunity for a temporary, part-time **Instructional Assistant** in the Certificate in Professional Technical Writing. The Instructional Assistant serves in a key role in our Certificate programs, engaging with students, collaborating with the instructor, grading student work, monitoring student progress, and helping learners to achieve course competencies.

Instructional Assistants do not hold UW academic appointments.

Responsibilities:

- Attend each class session (3 hours per week, one weeknight from 6pm-9pm PST) and provide instructor support by taking student attendance and troubleshooting technical issues.
- Establish a visible presence in the Canvas learning management system by guiding and facilitating student learning and student interaction.
- Expectations during the course comprise a minimum of 2-3 hours per week of preparation and student interaction outside of class hours.
- 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 1 day for general questions.
- Monitor student engagement with the online course materials and with peers, including online discussion forums within Canvas.
- Coordinate with the course instructor to ensure curriculum continuity.
- A willingness to work collaboratively with the course instructor, adapting approach based on feedback and sound pedagogical practices.
- Maintain high standards of professionalism, punctuality, and content relevance for diverse adult students.

- Excellent interpersonal, oral, and written communication skills.
- Ability to interact with individuals from diverse cultural and socioeconomic backgrounds.
- Participate in weekly check-ins with instructors for the duration of the course.
- Complete an online instructor onboarding course and relevant learning technology training.

Requirements

- Minimum 3 years' professional experience in the field of technical communications or related role
- Willingness to work with a set curriculum plan
- Legal authorization to work and receive compensation in the United States.

Desired

- Bachelor's degree or higher
- Prior teaching or mentoring experience, particularly with adult learners

Compensation

Starting at \$1,000.

Timeline

Class meets one weeknight per week from 6pm-9pm over ten weeks at the flagship UW campus in the University District of Seattle. Instructional Assistant is expected to commit an additional 2-3 hours outside of class time per week on student support. Course dates: Wednesdays, September 25 – December 4, 2019. *Note: No class on 11/27.

Course Description

Technical Writing: Fundamentals

Today's employers are actively seeking the next generation of professional technical writers. In a fast-moving, ever-changing job market, it's important to enhance your core writing skills with the latest concepts and techniques.

In this course, you'll get a practical introduction to technical writing. We'll explore different types of documents and audiences, discuss writing processes and styles, and enhance your planning and revision strategies. You'll learn about the importance of storytelling — theme and narrative — in technical writing. We'll also cover the collaborative nature of today's technical writing.

Course Learning Objectives

By the end of this course, students will be able to:

- Write content to fit a variety of technical communication genres.
- Apply visual design principles as a supplement and alternative to text.
- Demonstrate a logical thought process in your design and development.
- Analyze and empathize with audiences in a variety of forms and contexts.
- Collaborate with peers to achieve project goals and to get feedback on your work.



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.