

# 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 (UWC<sup>2</sup>) 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.

UWC<sup>2</sup> has an outstanding opportunity for a temporary, part-time **Instructional Assistant** in the Certificate in Program Management. 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 online, real-time class session and provide instructor support by taking student attendance and troubleshooting technical issues. Technical duties include: Launching the Zoom meeting each week, recording the class sessions and uploading them to Canvas, facilitating breakout sessions within Zoom, and facilitating share out discussions after breakout sessions as necessary.
- Establish a visible presence in the online course by guiding and facilitating student learning and student interaction.
- Expectations during the course comprise a minimum of 2-4 hours per week of preparation and student interaction outside of office 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.
- 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 1 year professional experience in the field of project management
- Some experience using a video conferencing platform such as Zoom for virtual meetings (please be advised that training will be provided)
- 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**

\$1,000 for a ten week assignment.

### **Timeline**

Class meets Saturdays online via Zoom. Instructional Assistant is expected to commit an additional 2-4 hours outside of class time per week on support.

Course hours:

- **[Spring 2020] Program Life Cycle, Support & Closure**  
**Dates:** Saturdays, 9am-12pm PST online via Zoom: April 4, April 11, April 18, April 25  
 Saturdays, 12pm-3pm PST online via Zoom: May 9, June 6  
 \*Note: There may be an opportunity to extend this assignment through June 13, 2020

### **Course Descriptions**

In this course, we'll explore more deeply the skills and techniques for managing programs from inception through completion. You'll master the skills to successfully initiate, plan and execute programs and manage program changes as they arise. We'll cover processes for controlling and monitoring program status and success and for closing programs. You'll build skills in scope and integration management, risk and quality management, and leadership and team-building skills. You'll also gain experience in negotiation techniques, how to influence stakeholders and how to gain impact as a program manager.

## Course Learning Outcomes:

- How to develop a program roadmap to ensure alignment with the strategic plan or mission
- How to implement stakeholder analysis strategies and identify departmental/organizational dependencies that may influence program outcomes
- How to create appropriate governance presentations and communications
- Approaches for defining the program's mission statement, scope description and high-level milestone plan



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](mailto:dso@uw.edu).