

Job Title: UW Title IX Education & Prevention Course Creator

Temporary hourly position: January 2021 - June 2021

Hours per week: 10 - 16 hrs/week

Pay Rate: \$20/hr

Location: Roosevelt Commons East, 4311 11th Avenue NE, Seattle WA (or remote, as appropriate)

Title IX Overview

Title IX is a federal law that prohibits sex-based discrimination in education programs. The University of Washington carries out the objectives of Title IX through a coordinated system of initiatives, programs, and services that collectively protect educational access, advance gender equity, and prevent and address sexual harassment, sexual violence, and gender discrimination. The Office of the Title IX Coordinator provides leadership and coordination for a range of functions, including education and outreach, policy & protocol, committees & initiatives, climate assessment, safety assessments, and broad consultation with members of the UW community. The Office of the Title IX Coordinator is part of Compliance and Risk Services which reports to the President's Office and serves UW students, staff, and faculty at all UW campuses, medical centers, and anywhere the UW operates.

Education & Prevention Program

The Title IX Education and Prevention program is a newly created initiative that will coordinate the development and delivery of sex and gender-based harassment awareness and prevention training through online and in-person mechanisms, beginning with online content for new UW employees, then new UW students.

Position Responsibilities

The **Title IX Education & Prevention Course Creator** will work with the Office of the Title IX Coordinator and other campus partners to support and develop online and in-person Title IX education for the UW community. The position will report to the Deputy Title IX Coordinator for Education & Prevention and collaborate with the Title IX Training & Education Working Committee co-chairs to carry out responsibilities and activities related to finalizing and launching the curriculum developed by the Working Committee. The Course Creator will analyze feedback about the draft training content, transfer the curriculum into a learning management system, and support piloting of the new training. They will have the responsibility of transferring text, image, and video content to create an effective online learning experience for UW employees and students. The position begins in January 2021.

Specific responsibilities include:

- Attend the Title IX Training & Education Working Committee meetings, present work product progress reports, and take detailed notes as requested by committee co-chairs
- Assist with coordinating stakeholder focus groups
- Transfer text, graphic, and video content into one or more Learning Management Systems
- Identify graphic and video design needs; build basic graphic elements
- Build different training tracks: staff, faculty, students, and medical center community
- Within the tracks, build separate branches for the three campuses and additional communities as directed
- Under the direction and guidance of the Deputy Title IX Coordinator for Education & Prevention and the Training & Education co-chairs, contribute to a successful online project launch

- Troubleshoot and adjust course content and address technical issues post-launch
- Assist in the development and implementation of course registration, course completion records, and evaluation measures

Requirements

- Must be a current UW student
- Familiarity with basic HTML skills and WordPress
- Familiarity with the Adobe Creative Suite
- Excellent oral and written communication skills, including strong editing ability
- Demonstrated ability to work collaboratively with UW staff, faculty, and students from diverse identities, cultures, backgrounds, and ideologies
- Must have an interest in sex and gender based harassment awareness & prevention
- Successful completion of a criminal background check

Desired

- Familiarity running user-experience testing of products and/or websites
- Familiarity with SCORM standards and specifications
- Experience with online education development and delivery
- Familiarity with online program evaluation
- Experience with web design
- Familiarity with UW programs and services

Applications Procedure

Please electronically submit your resume and cover letter via Handshake:

<https://uw.joinhandshake.com/jobs/4204826>. Review of applications begins December 1st and continues until filled.