Job Title: UW Title IX Education & Prevention Course Creator
Temporary hourly position: May or June 2020 - Spring 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 report to the Title IX Coordinator and collaborate with the Title IX Training & Education Working Committee co-chairs to carry out responsibilities and activities related to finalizing the curriculum developed by the Working Committee and transferring that curriculum into one or more learning management systems. 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 May or June 2020. Responsibilities include:

- Attend the Title IX Training & Education Working Committee meetings
- 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 four different training tracks: staff, faculty, students, and medical center community
- Within the student track, build separate branches for the three campuses and additional specific UW student communities
- Under the direction and guidance of the Title IX Coordinator and the Training & Education co-chairs, contribute to a successful online project launch for new employees in fall 2020/winter 2021 and for new students in winter/spring 2021
- 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 familiar with SCORM standards and specifications
• Must have basic HTML skills and familiarity with WordPress
• Must be proficient with the Adobe Creative Suite
• Must possess excellent oral and written communication skills, including strong editing ability
• Must demonstrate an 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

• 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 to Valery Richardson, Title IX Coordinator, at titleIX@uw.edu. Review of applications begins immediately and continues until filled.