

**DEPARTMENT OF HEALTH SERVICES
GRADUATE STUDENT ASSISTANTSHIP
POSITION ANNOUNCEMENT
AUTUMN 2021**

Position Title: Teaching Assistant

Course Number/Title: HIHIM 410; Foundations in Health Information Management

Supervising Faculty: Carrie Kaelin

Employment Period: September 16, 2021 – December 15, 2021

Hours/FTE: 10 hours/week (25% FTE)

Position Description:

The TA will support the teaching of this course, which focuses on the basics of health information through study of the creation and maintenance of health records, access to and retention of health information, accreditation, licensure and professional standards in acute care hospitals and alternate care facilities.

Duties and Responsibilities:

- Assist in conceptual design of course
- Prepare examinations
- Read/comment on written assignments
- Grading based on provided rubric

Minimum Education Required:

- Graduate of 4-year RHIA program

Required Experience, Knowledge, and Skills:

- Strong medical terminology, reading/writing, healthcare experience

Desired:

- HIM/HIT employment history

Eligibility:

- Must be a matriculated student during the employment period stated above
- Must be registered for 10 credits during the employment period

Salary: This is an Academic Student Employee (ASE) position governed by the [UAW Contract](#) and paid in accordance with the [TA/RA Salary Schedule](#) associated with the student's academic department. Department of Health Services students are paid according to the [Regular Salary Schedules](#).

Tuition: This position does not include a tuition waiver.

Benefits: This is not a benefits eligible position. For details about Graduate Appointee Insurance (GAIP), visit <http://www.washington.edu/admin/hr/benefits/insure/gaip/>.

Note: if a student has two assistantship positions that together equal 50% FTE or greater, they will be paid according to the Schedule 1 rate (link to salary schedules above) and receive tuition coverage and benefits.

To Apply: Go to <https://forms.gle/WwzVMqDf55NHtooe8>, complete the form, and upload the requested materials:

- Current UW transcript (unofficial, PDF)
- Resume or CV

Please label all of your documents with your last name first. Questions can be directed to Hellen Mwithiga (mhellen@uw.edu).

Deadline: Submit your application materials by **June 22, 2021**.

Acceptance: If offered the position, the candidate must accept within one week.

Notification: Those candidates not hired will be notified via email.

Equal Opportunity Statement for Employment: University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

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.