

Position title: Student Assistant

Supervisor: Lauren Dunnington, Assistant Director for Education

Appointment period: ASAP – December 18, 2026, with possibility of extension

Work location: Seattle Campus

Weekly hours: Variable, up to 19.5 per week

Hourly pay rate: \$21.30 - \$29.84

Position overview:

The Student Assistant will provide on-site and remote assistance to faculty in the Executive Master of Health Administration (EMHA) and Master of Health Informatics and Health Information Management (MHIHM) programs during on-campus hybrid classes (students online and in-person) for full-day classes and evening webinars throughout the quarter.

Please carefully review the fall quarter **Anticipated Shifts & Working Hours** schedule at the end of this posting to ensure you can work the required hours.

Duties and responsibilities:

Hybrid Classroom Facilitation and Technology Support

- Provide in-person and virtual facilitation support for hybrid-flexible (HyFlex) classroom sessions that include both on-campus and remote participants.
- Launch and manage Microsoft Teams and Zoom meetings for class sessions.
- Monitor online participant engagement, including chat, raised hands, and participant questions.
- Create and manage breakout rooms in Teams and Zoom.
- Support faculty presenters by managing screen sharing, participant permissions, and other meeting controls as needed.
- Assist remote participants in accessing and participating in class activities.

Audiovisual and Classroom Technology Operations

- Set up, test, and operate classroom audiovisual equipment before class sessions.
- Troubleshoot common technical issues involving audio, video, microphones, cameras, screen sharing, and internet connectivity.
- Transport and set up audiovisual equipment between classrooms and event locations on the UW South Campus/Health Sciences campus.
- Conduct pre-session technology checks and ensure instructional technology is functioning properly.
- Check out, transport, set up, and return program-owned audiovisual and computer equipment, such as laptops, monitors, cameras, microphones, speakers, and related accessories.
- Ensure equipment is properly stored, secured, charged, and organized following classroom sessions and special events.

Program and Class Support

- Assist with on-campus and remote class sessions, orientations, workshops, and special events as needed.
- Coordinate with faculty and program staff to ensure a positive classroom experience for both in-person and online participants. Communicate professionally and responsively with students, faculty, and staff.

- Document and communicate technical issues or classroom concerns to program staff as needed.

Minimum requirements:

- Current University of Washington undergraduate or graduate student enrolled in a degree-seeking program.
- Experience using Microsoft Teams and/or Zoom for meetings, presentations, classes, events, or group facilitation.
- Experience providing customer service.
- Ability to troubleshoot common technology issues involving audio, video, screen sharing, and online meeting platforms.
- Ability to learn and operate classroom audiovisual equipment.
- Strong verbal communication and interpersonal skills.
- Ability to work independently and exercise sound judgment when problem solving.
- Ability to lift and transport audiovisual equipment and materials between campus locations.
- Reliable internet connection suitable for remote work.
- Ability to arrive on time for scheduled shifts and commit to regular evening work as well as occasional early-morning and weekend work assignments.
- Availability for specified fall quarter dates, including full day Saturday and selected weekday on-campus sessions.

Desired experience, knowledge, and/or skills:

- Experience moderating or facilitating online or hybrid classes, meetings, webinars, or events.
- Familiarity with UW classroom technology and audiovisual systems.
- Experience setting up and managing breakout rooms in Teams and Zoom.
- Experience supporting faculty, instructors, or presenters during live instructional sessions.
- Familiarity with audience engagement platforms such as: Poll Everywhere, Mentimeter, Miro, etc.
- Experience working in higher education, academic support, instructional technology, or event operations.
- Interest in educational technology, online learning, or student support services.

We will prioritize applications from students admitted to HSPop programs.

Eligibility:

Students must be enrolled in a UW degree program and meet enrollment requirements:

- Undergraduate students must be enrolled for a minimum of 6 credits
- Graduate students must be enrolled for a minimum of 5 credits, or 2 credits for PhD candidates working on their dissertation

If the above enrollment requirements are not met, the student must be on approved [academic leave](#) to remain eligible for this position.

Tuition: This position is not eligible for tuition or fee coverage.

Benefits: This is not a benefits eligible position.

To apply: Go to <https://forms.gle/i2fKiVKg3SBC8nKe8>, complete the application, and upload your resume or CV. Please label documents with your last name first.

Questions can be directed to HSPop Staff & Student HR at hrrhspop@uw.edu.

Deadline: Submit your application materials by **11:59 PM PT on October 6, 2026**.

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

Fall 2026 Hyflex Classes: Anticipated Shifts & Working Hours

Hours per week may vary; this is an approximate total hours per week. Hours are not guaranteed. Some additional hours will be negotiated during the start of the position for training.

Qtr Week	Dates	Flexible Hours (estimate)	Required Shifts	Location
TBD	TBD	TBD	TBD: Training & Orientation	
1	Sept. 30 - Oct. 4	9.5	Oct. 3 (Sat), 8am-6pm (30 min lunch)	HSEB (Seattle campus)
2	Oct. 5 - 11	5	Oct. 6 (Tues), 6:45pm-9pm (Teams) Oct. 8 (Thurs), 6:45pm-9pm (Zoom)	Remote via Teams and Zoom
3	Oct. 12 - 18	5	Oct. 13 (Tues), 6:45pm-9pm (Teams) Oct. 15 (Thurs), 6:45pm-9pm (Zoom)	Remote via Teams and Zoom
4	Oct. 19 - 25	5	Oct. 20 (Tues), 6:45pm-9pm (Teams) Oct. 22 (Thurs), 6:45pm-9pm (Zoom)	Remote via Teams and Zoom
5	Oct. 26 - Nov. 1	19.5	Either Oct. 29 (Thurs), 8am-6pm <i>OR</i> Oct. 30 (Fri, 7:30am-5:30pm) AND Oct. 31 (Sat), 8am-6pm	HSEB and/or SOCC (Seattle campus)
6	Nov. 2 - 8	5	Nov. 3 (Tues), 6:45pm-9pm (Teams) Nov. 5 (Thurs), 6:45pm-9pm (Zoom)	Remote via Teams and Zoom
7	Nov. 9 - 15	5	Nov. 10 (Tues), 6:45pm-9pm (Teams) Nov. 12 (Thurs), 6:45pm-9pm (Zoom)	Remote via Teams and Zoom
8	Nov. 16 - 22	5	Nov. 17 (Tues), 6:45pm-9pm (Teams) Nov. 19 (Thurs), 6:45pm-9pm (Zoom)	Remote via Teams and Zoom
9	Nov. 23 - 29 Holiday week	2.5	Nov. 24 (Tues), 6:45pm-9pm (Teams)	Remote via Teams
10	Nov. 30 - Dec. 6	19.5	Either Dec. 3 (Thurs), 8am-6pm <i>OR</i> Dec. 4 (Fri, 7:30am-5:30pm) AND Dec. 5 (Sat), 8am-6pm	HSEB and/or SOCC (Seattle campus)
11	Dec. 7 - 13	0	<i>No work anticipated this week</i>	
12	Dec. 14 - 18 Finals week	0	<i>No work anticipated this week</i>	



HEALTH SYSTEMS AND POPULATION HEALTH

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Equal opportunity statement for employment: [The 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, gender expression, 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 or dso@uw.edu.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under [Washington state law](#).