

## Part-Time Course Facilitator (Remote): Master of Health Care Innovation

The University of Pennsylvania's [Master of Health Care Innovation](#) (MHCI) invites applications for part-time **Course Facilitators** for 2021–22. Course Facilitators contribute to successful teaching and learning in online courses by managing a team of Course Assistants and serving as a liaison to the staff. They also serve as Course Assistants themselves.

The MHCI connects professionals through transformative learning experiences designed to improve health care. Faculty—drawn from across Penn—are leading experts in health policy, operations management, behavioral economics, innovation methodologies, health equity, and leadership. Students apply their MHCI experience immediately in their work as clinicians, executives, directors, researchers, entrepreneurs, consultants, and more. The program is based in the Department of Medical Ethics and Health Policy (MEHP) in the Perelman School of Medicine (PSOM). We are profoundly committed to diversity, equity, and inclusion and are seeking candidates who support and foster this commitment.

### Responsibilities

Each term, Course Facilitators may support 1 or 2 (consecutive) Core or Elective courses. The expected commitment, to be carried out remotely, spans 9 weeks: 1 week for preparation, up to 10 hours per week during the 6-week course, and 2 weeks for final grading. Responsibilities include:

- Managing, monitoring, and advising a team of Course Assistants to ensure that their feedback, grading, and student communications are timely and high quality.
- Moderating synchronous classes (typically 1 hour per week) or organizing and preparing Course Assistants as substitute moderators.
- Reporting course insights, student progress, and Course Assistant performance to the Course Coordinator on a weekly basis.
- Before a course begins, participating in the final course review and team kickoff.

In addition, Course Facilitators are responsible for core Course Assistant tasks for up to 20 students. This includes:

- Providing meaningful and timely feedback on assignments, and grading using a rubric, with a turnaround of 5 days or fewer.
- Supporting students through email with a turnaround of 24 hours or sooner.
- Identifying student needs and escalating important issues.
- Providing the MEHP Online team feedback on their teaching and learning experience in courses.

### Qualifications

In addition to content knowledge in health care, health policy, innovation, or a closely related field, Course Facilitators possess:

- The ability to manage, monitor, and provide feedback to a team of Course Assistants.

- Willingness to help Course Assistants improve their interactions with students and meet relevant deadlines.
- The ability to provide meaningful and prompt feedback on student work.
- The ability to communicate promptly, professionally, and respectfully with students, Course Assistants, staff, and faculty through Slack, email, Smartsheet, and other tools as required.
- The ability to work remotely, in close coordination with a team.

Experience working effectively as a Teaching/Course Assistant in prior MHCI courses is preferred.

Work is available throughout the year. The position, which is considered PSOM academic staff, pays a stipend of \$1,750 per 1.0CU course and does not include benefits. These positions report to the Associate Director for Online Instructional Design, Adam D. Zolkover. If you are interested, please submit your résumé/CV with a cover letter describing your interest and relevant professional, educational, and teaching experience to Adam D. Zolkover ([zolkover@penncare.upenn.edu](mailto:zolkover@penncare.upenn.edu)).