

## Part-Time Course Assistant (Remote): Medical Ethics and Health Policy Online Education

The University of Pennsylvania is seeking **Course Assistants (CAs)** to facilitate student learning in online courses for its [Master of Health Care Innovation \(MHCI\)](#) and related Professional Development programs. The MHCI connects health care professionals through transformative learning experiences designed to improve health care. The multidisciplinary curriculum builds students' innovation and leadership skills to face urgent needs and long-term challenges. By studying and interacting online as a cohort, students develop a diverse network of innovative thinkers. Faculty—drawn from across Penn—are leading, active 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 MHCI is housed in the Perelman School of Medicine's Department of Medical Ethics and Health Policy (MEHP). We are profoundly committed to diversity, equity, and inclusion and are seeking candidates who support and foster this commitment.

### Responsibilities

Course Assistants provide feedback, grading, and support to students in online courses and are encouraged to participate in synchronous faculty-student interactions. A Course Facilitator and the MEHP Online Education team, in turn, support CAs, as well as students and faculty.

Within the MHCI, full-semester graduate courses are condensed to 6 intensive weeks. MHCI labs and noncredit Professional Development courses are 4 weeks long. CA engagements typically last 5–8 weeks, including final grading. During a course, CAs work an average of 7–10 hours per week, not to exceed 15 hours. Tasks include:

- Providing meaningful and timely feedback on assignments, and grading using a rubric, for up to 20 students, with a turnaround of 5 days or fewer.
- Supporting students through email with a turnaround of 24 hours or sooner.
- Participating in some synchronous and asynchronous faculty-student interactions.
- Identifying student needs and escalating important issues.
- Providing the MEHP Online team feedback on your teaching and learning experience in courses.

CAs may also be asked to participate in brief course development projects, such as drafting and reviewing quizzes and other assessments, or reviewing course materials for quality and consistency. Hours vary depending on the project, averaging 5–7 hours per week for 1 or 2 weeks.

### Qualifications

Course Assistants are reliable and empathetic, and they possess:

- Content knowledge in health care, health policy, innovation, or a closely related field.
- The ability and time 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.
- Willingness to learn and expand their pedagogical skills.
- The ability to work remotely, in close coordination with a team.

Pedagogical experience, proofreading skills, and experience using the Canvas LMS, Microsoft Excel, and Microsoft PowerPoint are preferred.

Work is available throughout the year and is remote. Starting pay is \$20/hour. Hours vary depending on course needs. These positions report to the Associate Director for Online Instructional Design, [Adam D. Zolkover](#). If you are interested, apply by submitting your résumé/CV with a cover letter describing your interest and your relevant professional, educational, or teaching experience to the [job posting on Careers@Penn](#).