Salisbury University is seeking a pool of qualified applicants for the contingent position of Instructional Assistant for the Universities at Shady Grove, Rockville, Maryland remote program location.

Primary Job Duties: Under the supervision of the Applied Health Physiology Coordinator, this individual will support and assist graduate and undergraduate distance classes taught via Interactive Video Network (IVN) at the Universities at Shady Grove in Rockville, MD.

Minimum Qualifications: Bachelor’s degree and experience with Microsoft Office Suite, Outlook, Printing/Scanning/Copying.
Preferred Qualifications: Master’s degree and teaching and/or classroom management experience.

Demonstrated ability of managing graduate and undergraduate classroom behavior; ability to operate the (IVN) system and effectively respond to technical difficulties. Facilitating class participation as needed and acting as a liaison to students. Proctoring online and written exams per direction.
Required Knowledge/Skills/Abilities: This is a part-time (19 hours per week) non-exempt contingent positions with no benefits and a limited term. Starting salary is $15.00 per hour with a max of $20.00 based on qualifications. Anticipated start date for this position is January 27, 2020.

Salisbury University (SU) has a strong institutional commitment to diversity and equal employment opportunities to all qualified people. To that end, the University prohibits discrimination on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status or other legally protected characteristics. Direct all inquiries regarding the nondiscrimination policy to: Humberto Aristizabal, Director of Fair Practices & EEO/AA, Title IX Coordinator, 131 Holloway Hall; Tel. (410)548-3508.

To Apply
Please send application materials including CV/Resume, Cover Letter, and References via email to:

Noah M. Gibson
Clinical Assistant Professor
Site Coordinator - Applied Health Physiology Graduate Program Salisbury University at The Universities at Shady Grove
nmgibson@salisbury.edu

Location: Rockville, Maryland United States
Position Type: Part Time, Temporary & Seasonal
Salary Level: $15-$20/hour
Desired Start Date: January 27, 2019