

**Predoctoral Instructor for GRDSCH 200 Course | AY 2025 - 2026**  
**University of Washington**

**Position Title:** Predoctoral Instructor, GRDSCH 200  
**Hours/FTE:** 50% FTE (approx. 20 hours/week)  
**Program:** The Graduate School, University of Washington (UW)  
**Employment Period:** September 16, 2025 – June 15, 2026  
**Work Location:** UW Seattle Campus  
**Handshake Post:** No. 9999042

The [UW Graduate School](#) is hiring a Predoctoral Instructor to teach *GRDSCH 200: Preparing for Graduate Education*, offered quarterly. The course is designed to help undergraduate students ask and answer questions about graduate and professional school, learn about various educational options, and reflect on potential paths that are right for them.

This 9-month, 50% appointment begins September 16, 2025, and runs through June 15, 2026. The class meets in person once per week (approx. 2 hours); day/time may vary by quarter. The instructor is responsible for all aspects of planning and teaching the course each quarter.

**About The Graduate School** | We believe in the transformative power of graduate education. At the Graduate School, we champion inclusive excellence across the university, partner with academic units to deliver high quality degree programs and provide direct-to-student support to nurture and empower the next generation of leaders, researchers and innovators.

**Employment Period** | This is a one academic year commitment from September 16, 2025 to June 15, 2026.

**Eligibility** | Limited to UW Ph.D. students enrolled full-time (minimum of 10 credits per quarter) throughout appointment.

**Application Deadline** | Monday, July 7, 2025 by 11:59 p.m. (PT)

**Submit application materials in Handshake:**  
<https://uw.joinhandshake.com/emp/jobs/9999042/>

[Click here](#) for information about Handshake – the UW’s online job and internship database.

## Position Responsibilities |

- Independently teach *GRDSCH 200: Preparing for Graduate Education* once per week to a class of 40–90 students for approx. 2 hours each quarter.
- Work effectively with students from diverse academic disciplines, backgrounds, and varying levels of readiness for graduate study.
- Hold regular office hours (minimum 2 hours per week).
- Respond to student inquiries and course-related emails in a timely and professional manner.
- Manage the course Canvas site, including uploading materials, tracking assignment submissions, and maintaining accurate student records.
- Maintain and submit grades in accordance with UW policies.
- Meet regularly with the Assistant Director of Graduate Student Affairs to discuss course progress, upcoming content, and instructional strategies.
- Coordinate guest speakers and manage scheduling logistics.
- Develop and refine instructional materials and lectures that align with the course's graduate school preparation framework.
- Promote the course each quarter to encourage student enrollment.
- Notify the Assistant Director of Graduate Student Affairs promptly if unable to teach a scheduled class session to arrange for a substitute.

## Minimum Qualifications |

- Master's degree required.
- Must be a currently enrolled Ph.D. graduate student at the University of Washington through at least June 2026. Master's students may be considered if they meet all other requirements and will remain enrolled through June 2026.
- Minimum one year of teaching experience with undergraduate students.
- Demonstrated satisfactory academic progress.
- Proficiency in using Canvas as an instructor or teaching assistant.
- Strong oral and written communication skills.
- Ability to work both independently and collaboratively with campus partners.
- Highly organized, reliable, and capable of handling confidential information with discretion.
- Demonstrated experience working with students from a wide range of backgrounds.

**Preferred Qualifications** | Interest in promoting graduate education to undergraduate students from diverse academic, cultural, and personal backgrounds, and varying degrees of readiness for graduate study.

**Salary** | This is an Academic Student Employee (ASE) position governed by the [UAW Local 4121 Contract](#) and paid according to the [Regular Salary Schedules](#). The monthly pay rate at 50% FTE for a Predoctoral Instructor is \$3,621. This posting will be updated to reflect any changes in salary.

**Tuition and Benefits** | This position is eligible for a waiver of the operating fee and building fee portion of total state tuition, and a waiver of the technology fee. For current tuition and fee information and fee explanations please refer to the [Office of Planning and Budgeting](#) website.

ASEs and their dependents may be eligible to receive UW-paid medical, dental, and vision coverage through the Graduate Appointee Insurance Program (GAIP); may be eligible for one personal holiday and up to 10 paid holidays; and may be awarded up to 28 hours of sick time off (prorated based on FTE).

**Application procedures and deadlines** | To apply for this position, please submit the following in Handshake by Monday, July 7, 2025 by 11:59 p.m. (PT). Inquiries about the application process can be made to Jaye Sablan, Assistant Director of Graduate Student Affairs, at [sablanj@uw.edu](mailto:sablanj@uw.edu).

- A cover letter (one page maximum) that includes: a brief summary of your qualifications for this position, your student status in your program of study, your time availability to fulfill the responsibilities, and your experience in engaging/working with diverse populations.
- A resume/CV highlighting your qualifications, experiences, and skills that meet the needs of this position.
- Names of two professional references with their position titles and contact information

**Interviews** | Interviews will be held on July 14 and July 15, 2025.

**Notification** | Candidates will be notified whether they have been selected to be a finalist for the position by July 16. Finalists will be notified of the search outcome by July 21, 2025.

**Acceptance** | If offered the position, the candidate must accept within one week from receipt of the offer letter.

**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](mailto: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](#).