



## **Instructional Assistant - Part Time**

**Job Title:** Instructional Assistant – Part Time

**Organization:** Aerospace Joint Apprenticeship Committee (AJAC)

**Location Address:** Seattle, WA

**Position Type:** Part-Time | approximately 50 hours per quarter

**Compensation:** \$30/Hour

**Travel Required:** This position requires travel one night a week during the course of the quarter.

**Required Experience:** Minimum 5 years' experience working in the adult education field

**Who We Are:** The Aerospace Joint Apprenticeship Committee (AJAC) is a statewide non-profit organization with offices in south Seattle, Kent, and Spokane. We are an industry-driven apprenticeship organization, founded on the belief that mastery occurs on the job. Through pre-apprenticeship, youth apprenticeship and adult apprenticeship, all people have the opportunity to earn competitive wages, find meaningful and fulfilling work, and pursue lifelong learning. The organization annually serves 300+ manufacturing employers, 400 apprentices (including 100 high school juniors and seniors), and nearly 270 pre-apprentices. We have a small staff of entrepreneurial, smart and motivated team members – this work is fast and dynamic but also rewarding and highly collaborative.

**About this Job:** We are seeking an instructional assistant to collaborate with an instructor from industry to effectively teach manufacturing apprenticeship classes to a diverse group of students.

Some key duties of this position include:

- Collaborate with industry expert instructor to effectively teach students
- Provide guidance on presenting content in multiple ways and differentiation of lessons
- Provide instructional support for students with visual or hearing impairments with proctoring, note-taking, etc.
- Model and teach productive and constructive work habits, study skills, and core skills; and model the communication, computation, and human relations skills required for employment in manufacturing
- Able to adapt to a variety of teaching situations, including working effectively in both the classroom and the lab environment
- Establish guidelines and manage conduct of students as appropriate for the classroom and shop
- Communicate effectively in oral and written English
- Perform other duties assigned



**Qualifications:**

- Minimum 5 years' experience in the adult education field
- Strong understanding of differentiation and Universal Design for Learning (UDL)
- Experience working with diverse populations including students with disabilities
- Excellent communication skills

**Preferred Qualifications:**

- Prior experience teaching or mentoring in a college, technical, or vocational environment
- Current first aid and CPR certification

**How to Apply:** Please send your resume and letter of interest to [instructors@ajactraining.org](mailto:instructors@ajactraining.org). Please include "Instructional Assistant" in the subject line.

**Deadline to Apply:** Open Until Filled

**Equal Opportunity Employer:** AJAC is an Equal Opportunity Employer. All decisions concerning employment will be made without regard to age, race, ethnicity, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, citizenship status, veteran status, the presence of any physical or mental disability, or any other status or characteristic protected by federal, state, or local law.