



### **About North Seattle College**

Established in 1970, North Seattle College provides learning opportunities for a diverse group of over 14,000 students each year. North is the starting point for many students who transfer to top universities across the country. Strong academic preparation and advising services, small classes, an innovative integrated studies program, broad e-learning options and a variety of partnerships with 4-year schools contribute to student success. The College also offers a new Bachelor of Applied Science degree in International Business and all-in-the-evening Associate of Arts and Associate in Business degree programs.

North is located in the Northgate area of Seattle and is conveniently located near the two major north-south highways, Interstate 5 and Highway 99, and is just a short drive to downtown and the University of Washington. Largely residential, the campus neighborhood is near a large shopping district and the city's popular Green Lake Park. The campus includes environmentally sensitive wetlands which have inspired a college-wide commitment to sustainability.

### **Continuing Education**

From Acting Techniques to Zumba, the Continuing Education program at North Seattle College provides a wide array of non-credit classes for everyone in the community with a desire to learn and have fun. Geared toward lifelong learners, our reasonably priced, quality courses are led by instructors who teach their passion and profession. You'll find our personal enrichment courses conveniently offered on both week days and weekends, daytime and evenings, and one-time workshops or multiple-sessions.

Unlike the degree and certificate programs at the college, Continuing Education is a nearly 100% self-support entity at the college. Because of our commitment to serving the community, we strive to keep our courses affordable and accessible to students.

### **Mission and Vision**

#### **Our Mission:**

Continuing Education is committed to enriching lives by

- Expanding horizons
- Serving the community
- Offering opportunities for lifelong learning

**Our Vision:**

Continuing Education will be the leading provider of personal enrichment opportunities in North Seattle.

- Communication
- Customer satisfaction
- Positive work environment

**Our Values:**

- Integrity
- Respect

**Teaching with Continuing Education**

We are always looking for new instructors to share their passion and their talent with our instructors. Our classes are offered for non-credit which means no pressure, no grades. Students take classes based on personal choice, not to meet academic requirements. Therefore, we want energetic individuals who can create a fun and inviting learning environment for adult learners.

**Interested in teaching with us? Here's what we need from you.****Before you are hired:**

- Course proposal, including class outline or syllabus. Optional items: supply list, estimated materials fee, textbook.
- A 1 hour interview with 7-10 minute teaching demonstration will be scheduled after course proposal has been reviewed

**After you are hired:**

- Short bio for marketing and high resolution photo of you (preferred, but not required)
- Connect with our marketing specialist to brainstorm ideas for promoting your class; keep her posted on happenings around town (shows, talks, books, blogs) that help to generate student interests for you and/or your class
- Timely responses to email communications or requests for information

**What to expect next:**

- If we decide to add your class, you will receive an email notification from the director that includes the new hire paperwork required for onboarding
- The program specialist will connect with you to finalize dates and times for the course; you will also receive an instructor resource packet with information that provides all of the logistical information you need to be successful as an instructor
- CE will make any necessary edits to course description, and bio, determine course fee, and set minimum/maximum

- You will receive an employee SID and PIN which allow you to access your instructor briefcase where you can view your roster and track enrollment
- CE will determine whether your class will run or not (based on enrollment); if the class runs the program coordinator will send a confirmation email to you and your class with a parking permit, if needed
  - ***Please note that due to the nature of our program, we cannot guarantee teaching hours. All teaching positions are part-time, temporary and contingent upon student enrollment.***
- Your payroll will be processed when your class is confirmed as running. Payday is the 10<sup>th</sup> and 25<sup>th</sup> of each month; direct deposit can be requested
- A copy machine is available to you in our office for no charge
- Class evaluations will be sent after the class has ended; you will receive a write-up with the feedback
- A CE staff member will likely observe your class; a blog might be written as part of our Class Quest series

### **Continuing Education Staff**

Christy Isaacson, Director

*New course proposals, payroll onboarding and questions, complaints (students or instructors)*

Email: [Christy Isaacson](mailto:Christy.Isaacson@unh.edu)

Phone: (206) 934-3706

***Note: New course proposals submitted between June through September 2015 should be sent to Janet Sekijima***

Janet Sekijima, Program Specialist

*Quarterly class scheduling, classroom questions, instructor support*

Email: [Janet Sekijima](mailto:Janet.Sekijima@unh.edu)

Phone: (206) 934-3774

Cole Hornaday, Marketing Specialist

*New media, targeted marketing, website, blog, other projects*

Email: [Cole Hornaday](mailto:Cole.Hornaday@unh.edu)

Phone: (206) 934-3707

Erin Kerrigan, Program Coordinator

*Registrations, cancellations, changes, instructor payroll, instructor rosters, student needs, books, other support*

Email: [Erin Kerrigan](mailto:Erin.Kerrigan@unh.edu)

Phone: (206) 934-3629