

Lecturer - Assistant Instructor - Business  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246322>

Downloaded On: Dec. 6, 2024 8:45am

Posted Oct. 3, 2024, set to expire Dec. 13, 2024

<b>Job Title</b>	Lecturer - Assistant Instructor - Business
<b>Department</b>	Haas School of Business
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 3, 2024
<b>Application Deadline</b>	12/13/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Business - General
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5691525">https://apptrkr.com/5691525</a>
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<b>Job Description</b>	

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**Lecturer - Assistant Instructor - Business**

**Position overview**

**Position title:** Lecturer, Lecturer in Summer Sessions

**Salary range:** The UC academic salary scales set the minimum pay at appointment. See the following table for the current salary scale for this position: [https://www.ucop.edu/academic-personnel-programs/\\_files/2023-24/july-2023-acad-salary-scales/t15.pdf](https://www.ucop.edu/academic-personnel-programs/_files/2023-24/july-2023-acad-salary-scales/t15.pdf) The current full-time salary range for this position is \$66,259-\$186,446.

**Percent time:**

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Positions may range up to 33% time.

**Review timeline:** See the review date specified in AP Recruit to learn whether the Department is currently reviewing applications for a specific position. If there is no future review date specified, your application may not be considered at this time.

Applications are typically reviewed for summer session course needs in April, fall course needs in May, and in November for spring course needs.

### Application Window

**Open date:** December 15, 2023

**Most recent review date:** Tuesday, May 7, 2024 at 11:59pm (Pacific Time)

Applications received after this date will be reviewed by the search committee if the position has not yet been filled.

**Final date:** Friday, Dec 13, 2024 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

### Position description

The Haas School of Business at the University of California, Berkeley is generating an applicant pool of assistant instructors to support lead instructors with courses taught in our business school programs should an opening arise. The pool will remain in place for one year.

### General Duties:

The position duties will support the Lead Instructor and include: .

- Attending Lecturers
- Leading discussion sections
- Preparing course materials
- Holding office hours
- Assigned grading duties
- Proctoring exams
- Performing individual/group tutoring
- Maintaining/submitting student grades
- Occasionally attending class at another location other than UCB

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Haas School of Business is committed to creating an inclusive environment, one that is supportive of all individuals, regardless of background. We are committed to building an excellent and diverse faculty, staff, and student body, and we welcome applicants whose experiences have prepared them to contribute to this commitment.

Applicants are considered for positions as needs arise; the existence of this pool does not guarantee that a position is available.

UC lecturers are academic appointees and are represented by an exclusive bargaining agent, University Council - American Federation of Teachers (UC-AFT). This position is represented by the bargaining unit.

For those who are not US citizens or permanent residents, a legal permit that allows work in the United States (such as a US visa that allows employment) is required by the start date of the position. The department is unable to provide a visa/work permit.

Under Federal Law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

### **Qualifications**

#### **Basic qualifications** (required at time of application)

The minimum qualifications to be an applicant is a Bachelor Degree (or equivalent international degree) or enrolled in a Bachelor Degree (or equivalent international degree) program at time of application.

#### **Additional qualifications** (required at time of start)

A Bachelor Degree or equivalent international degree by start date.

#### **Preferred qualifications**

Higher education teaching experience and advanced degree by start date are preferred. However students who have just completed a Bachelor's Degree or equivalent in Business by time of appointment are eligible for consideration.

### **Application Requirements**

#### **Document requirements**

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- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter (Optional)

**Reference requirements**

- 3 required (contact information only)

**Apply link:** <https://aprecruit.berkeley.edu/JPF04148>

**Help contact:** [lecturerrecruit@haas.berkeley.edu](mailto:lecturerrecruit@haas.berkeley.edu)

**About UC Berkeley**

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

Please refer to the [University of California's Affirmative Action Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

**Job location**

Berkeley, CA



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### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

N/A

University of California Berkeley

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