

Extension Instructor Assistant Pool Business & Innovation  
Visiting Student Program - UC Berkeley Extension  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248597>

Downloaded On: Nov. 23, 2024 3:15am

Posted Nov. 11, 2024, set to expire Jan. 31, 2025

<b>Job Title</b>	Extension Instructor Assistant Pool Business & Innovation Visiting Student Program - UC Berkeley Extension
<b>Department</b>	
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 11, 2024
<b>Application Deadline</b>	01/31/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	General Management Entrepreneurship Business - General Marketing Production/Operations Management Technology & Information Management
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5793158">https://apptrkr.com/5793158</a>
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<b>Job Description</b>	

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**Position overview**

**Salary range:** A reasonable estimate for this position is \$3,500 to \$4,000 per course. Instructor compensation is determined by course length, number of units, enrollment, budgetary considerations, and other factors.

**Percent time:** Part-time temporary appointments are offered by agreement on a course-by-course basis.

**Anticipated start:** Appointments are expected to begin in mid-August for the fall term and mid-January for the spring term.

**Review timeline:** Applications are typically reviewed for fall course needs in June-July, and for spring course needs in October-November. Applicants are considered for positions as needs arise; the existence of this pool does not guarantee that a position is available.

**Position duration:** Position duration is dependent upon the length of each course. Appointments are renewable based on need, funding, and performance.

**Application Window**

**Open date:** May 3, 2024

**Next review date:** Monday, Dec 2, 2024 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

**Final date:** Friday, Jan 31, 2025 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**

**Job Type**

Academic - Non-Tenure Track

**Job Summary**

The professional and continuing education division of the University of California, Berkeley Extension, invites applications for a pool of qualified Extension Instructor Assistants to provide teaching assistance to the Business and Innovation Visiting Student Program. All courses are offered weekdays in-person on the UC Berkeley campus with some online instructional components.

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### **General Duties**

We are seeking qualified applicants who possess subject matter expertise and/or interest in the following subjects/specializations (but not limited to).

### **Innovation**

### **Data Analytics**

### **Entrepreneurship**

### **Leadership**

### **Marketing**

### **Negotiations**

### **Product Management**

### **Sustainability**

### **Technology**

**The Extension Instructor Assistant does not perform teaching duties, but provides support to the primary instructor. Specific duties may include a subset of the following.**

### **Assist primary instructor with:**

- Course preparation, including preparing course materials, coordinating student groups, and setting up the course in the learning management system.
- Grading and providing feedback on student assignments, projects, papers, and examinations.
- Facilitating group work, activities, or breakout discussions.
- Monitoring online course activity and the student discussion forum. May answer routine student emails/questions.
- Provide individual or group tutoring to students.
- Summarize and escalate complex student questions/issues to primary instructor.

### **Qualifications**

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

- Bachelor's degree (or equivalent international degree)

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

- All work must be performed in the United States, whether in person or online. For those who are not US citizens or permanent residents, a legal permit that allows work in the United States (such

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as a US visa that allows employment) is required by the start date of the position. Due to the part-time, temporary nature of Extension Instructor Assistant positions, UC Berkeley Extension is unable to provide US visa/work permits for this position.

### Preferred qualifications

- Advanced degree in course subject area preferred.
- 2 or more years of professional experience in the course subject.
- Understanding of the business, innovation, and entrepreneurship environment either through studies or practical work experience (2+ years).
- Teaching, training, mentoring or tutoring experience in the course subject.
- Ability to convey conceptual and complex ideas and information.
- Effective verbal/written communication and presentation skills (English).
- Effective organizational skills with attention to detail.
- Ability to collaborate with colleagues and work within a team environment.
- Proficiency in (or willingness to learn) instructional and other technology such as the campus' Learning Management System (Canvas), online video conferencing (Zoom), and Google tools (docs, sheets, slides, shared calendars, email, etc.).

### Application Requirements

#### Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Statement on Contributions to Advancing Diversity, Equity, and Inclusion - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at Berkeley. [More Information and guidelines](#). (Optional)

#### Reference requirements

- 3 required (contact information only)



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Please provide three names of references (direct supervisors/managers only) along with contact information at time of application. The department will confirm and notify candidates before reaching out to references.

**Apply link:** <https://aprecruit.berkeley.edu/JPF04374>

**Help contact:** [extension-jobs@berkeley.edu](mailto:extension-jobs@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, California, U.S.A.

**To apply, visit** <https://aprecruit.berkeley.edu/JPF04374>



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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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