

Instructor Pool - Business - UC Berkeley Extension
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=250504>

Downloaded On: Dec. 19, 2024 3:56am

Posted Dec. 17, 2024, set to expire Jan. 23, 2025

Job Title	Instructor Pool - Business - UC Berkeley Extension
Department	UC Berkeley Extension
Institution	University of California Berkeley Berkeley, California
Date Posted	Dec. 17, 2024
Application Deadline	01/23/2025
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Finance Entrepreneurship Accounting and/or Taxes Business - General Marketing Human Resources General Management Production/Operations Management Quantitative Analysis
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Apply By Email

Job Description

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Position overview

Salary range: A reasonable estimate for this position is \$1,425-\$5,700 per course, or \$170-\$180/student for an asynchronous online 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: Some appointments may begin as early as the summer semester.

Review timeline: Applicants are considered for positions as needs arise; the existence of this pool does not guarantee that a position is available. Applications are typically reviewed for the fall term between January through March; for the spring term June through August; and for the summer term between September through November.

Position duration: Appointment length is based upon course section schedule(s). Appointments may be renewable based on need, funding, and performance.

Application Window

Open date: January 24, 2024

Most recent review date: Monday, Dec 16, 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: Thursday, Jan 23, 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

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UC Berkeley Extension, the professional and continuing education division at the University of California, Berkeley, invites applications for a pool of qualified instructors to teach in-person and online courses for our Business department.

UC Berkeley Extension seeks dynamic instructors with a commitment to undergraduate, professional and continuing education in Business to lead one or more courses each year. The pool will remain in place for one calendar year; those interested in remaining in the pool beyond the advertised final closing date must reapply. The number of these positions varies from semester to semester, depending on the needs of the department.

Courses are offered in-person and online:

- Cohort program courses are offered in-person in the classroom on weekdays (Monday-Thursday, 8am-6pm) at our centers in Berkeley and San Francisco, California (U.S.A.).
- Open enrollment courses are offered in-person and online. Classroom instruction takes place at our centers in Berkeley and San Francisco, California (U.S.A.). Online instruction is delivered through live lectures (Zoom) or asynchronously through our learning management system (Canvas). Most classroom and live online lecture courses are offered in the evening and on the weekend (U.S.A. Pacific Time).

General Duties

We are seeking qualified applicants who possess current subject matter expertise and/or teaching knowledge in the following subjects (but not limited to). Please refer to program and course descriptions in the departmental links below.

- Accounting
- Agile Project Management
- Business Analysis
- Corporate Finance
- Entrepreneurship and Innovation Management
- Human Resources
- Leadership and Management
- Marketing
- Personal Financial Planning
- Project Management

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Instructor duties include but are not limited to:

- Complete mandatory training programs by deadlines established by UC Berkeley.
- Complete required administrative tasks in a timely manner including: updating and submitting syllabi using approved syllabus template; communicating required texts and materials; communicating classroom technology and support needs, etc.
- Make appropriate adjustments to continually improve the syllabus, curriculum and course materials. May be based upon programmatic and/or student feedback.
- Prepare and deliver course materials, lectures/presentations, and design learning assessments.
- Design interactive and motivational classroom activities to fully engage participants and to reinforce student learning.
- Stay current within the subject, discipline or field of practice.
- Use subject-matter expertise and leverage additional resources appropriately to enhance the curriculum.
- Utilize course support platforms, including the Canvas Learning Management System and Zoom Pro (as applicable).
- Communicate teaching objectives and specific learning outcomes to students, and clearly outline/explain the grading policies for the course.
- Respond to student questions and learning needs in a timely manner.
- Employ culturally competent and inclusive teaching methodologies in the classroom (including teaching non-native speakers and/or students with academic letters of accommodations for disabilities).
- Evaluate student achievement of specific learning outcomes and assign grades.
- Post final student grades to the transcript system within two weeks of course completion.
- Handle student inquiries about final grades and consult with Program Director/Manager as needed.
- Retain student records according to University policies.

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UC Berkeley Extension Business Programs (Open Enrollment):

<https://extension.berkeley.edu/academic-areas/business/#!?tab=programs&availability=all>

UC Berkeley Extension Full-Time Business Programs (Cohort):

<https://extension.berkeley.edu/academic-areas/business/#!?tab=full-time-programs>

UC Berkeley Extension Business Courses: <https://extension.berkeley.edu/academic-areas/business/#!?tab=courses>

Qualifications

Basic qualifications (required at time of application)

- Bachelor's degree or equivalent international degree required.

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

Preferred qualifications

- Advanced degree in subject area preferred.
- 5 or more years of professional and/or academic experience in the course subject.
- 3 or more years of teaching, training, mentoring, or coaching experience in the course subject, within a corporate environment or at a U.S. college/university institution.
- Knowledge of federal and California state laws and regulations as applicable to the course subject.
- Experience in creating syllabi, learning objectives, lectures/presentations, learning activities, assignments, assessments, exams, and quizzes.
- Experience teaching and/or developing academic content for online courses.
- Ability to convey conceptual and complex ideas and information.
- Effective verbal/written communication and presentation skills (English).
- Ability to collaborate with colleagues and work within a team environment.
- Proficiency in (or willingness to learn) instructional and other technology, such as: Learning

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Management Systems (Canvas); lecture/presentation capture applications (Panopto); online video conferencing (Zoom); Microsoft Office (Word and PowerPoint); file sharing (Google drive or Dropbox); and Google Workspace tools (email, calendar, docs, sheets, slides, etc).

The following professional industry credentials are preferred for the following programs:

- **Accounting:** Certified Public Accountant (CPA) with the California Board of Accountancy
- **Agile Project Management:** Agile Certified Practitioner (PMI-ACP) with the Project Management Institute (PMI)
- **Personal Financial Planning:** Certified Financial Planner (CFP) with the Certified Financial Planner Board of Standards, Inc.
- **Project Management:** Project Management Professional (PMP) and/or Project Risk Management Professional (PMI-RMP) with the Project Management Institute (PMI)

Application Requirements

Document requirements

- Curriculum Vitae or Resume - Your most recently updated C.V. or Resume.
- **Instructor Information Form** - Download the [Instructor Information Form PDF](#) to your computer desktop and open it using the Adobe Acrobat application. Complete, save, and upload the PDF form to your AP Recruit application. It is not recommended to use an internet PDF viewer or Google Docs to complete this form.

Reference requirements

- References are requested from candidates at the interviewing stage, and references are only contacted for finalists.

Apply link: <https://aprecruit.berkeley.edu/JPF04200>

Help contact: 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

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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

San Francisco Bay Area, California, U.S.A.

To apply, visit <https://aprecruit.berkeley.edu/JPF04200>

Contact Information

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

Contact

N/A

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