

Instructor - Equitable Design Lab - UC Berkeley Extension
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251975>

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Posted Jan. 23, 2025, set to expire Feb. 21, 2025

Job Title	Instructor - Equitable Design Lab - UC Berkeley Extension
Department	UC Berkeley Extension
Institution	University of California Berkeley Berkeley, California
Date Posted	Jan. 23, 2025
Application Deadline	02/21/2025
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Entrepreneurship Business Ethics Business - General
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Job Description

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Instructor - Equitable Design Lab - UC Berkeley Extension

Position overview

Salary range: A reasonable estimate for this position is \$20,100 - \$20,105 per course. Instructor compensation is determined by course length, number of units, enrollment, budgetary considerations, and other factors.

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

Anticipated start: Appointments are expected to begin in March 2025.

Review timeline: Screening of applicants begins immediately and will continue as needed.

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: January 22, 2025

Next review date: Wednesday, Feb 5, 2025 at 11:59pm (Pacific Time)

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

Final date: Friday, Feb 21, 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 qualified instructor to teach in the Business and Innovation Visiting Student Program.

We are seeking qualified applicants who possess in-depth subject matter expertise in Equitable Design Lab, a course that aims to equip students with the skills necessary to address the pervasive inequities present in institutions, services, and products. Through the Equitable Design methodology, the instructor will teach students to create and improve products, services, and business processes that foster inclusion and ultimately build equitable outcomes that minimize barriers to a diversity of user experiences. All courses are offered weekdays in-person on the UC Berkeley campus with some online instructional components.

General Duties

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Instructor duties may include the following:

- 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.
- Prepare and deliver lectures/presentations and design interactive and motivational classroom activities to fully engage participants and reinforce learning.
- Prepare course materials and design learning assessments.
- Stay current within the subject, discipline or field of practice.
- Use subject-matter expertise and leverage additional resources appropriately to enhance the curriculum.
- Make appropriate adjustments to continually improve the syllabus, curriculum and course materials. May be based upon programmatic and/or student feedback.
- 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.

Berkeley Global Access (visiting student) Programs: <https://extension.berkeley.edu/international/>

Qualifications

Basic qualifications (required at time of application)

- Advanced Degree

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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 Extension instructor positions, UC Berkeley Extension is unable to provide US visa/work permits for this position.

Preferred qualifications

- Advanced degree in course subject area preferred.
- 5 or more years of professional experience practicing equitable design principles within the business, innovation, and entrepreneurship environment.
- Teaching, training, mentoring or tutoring experience in the course subject, within a U.S. corporate environment, or at a U.S. college/university institution.
- Experience in creating syllabi, learning objectives, lectures/presentations, learning activities, assignments, assessments, exams, and quizzes.
- 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 Workspace tools (docs, sheets, slides, shared calendars, email, etc.).

Application Requirements

Document requirements

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

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Reference requirements

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

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Apply link: <https://aprecruit.berkeley.edu/JPF04715>

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 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.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.

- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.

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- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

Job location

Berkeley, California, U.S.A.

To apply, visit <https://aprecruit.berkeley.edu/JPF04715>

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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