

Extension Instructor Assistant Pool Business, Data and  
Innovation Visiting Student Program - UC Berkeley  
Extension  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259298>

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Posted Jul. 10, 2025, set to expire Oct. 31, 2025

**Job Title** Extension Instructor Assistant Pool Business, Data  
and Innovation Visiting Student Program - UC  
Berkeley Extension

**Department**

**Institution** University of California Berkeley  
Berkeley, California

**Date Posted** Jul. 10, 2025

**Application Deadline** 01/30/2026

**Position Start Date** Available immediately

**Job Categories** Lecturer/Instructor

**Academic Field(s)** Quantitative Analysis  
Marketing  
General Management  
Entrepreneurship  
Business - General

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**Job Description**

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**Extension Instructor Assistant Pool Business, Data and Innovation Visiting Student Program -  
UC Berkeley Extension**

**Position overview**

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**Position title:** Extension Instructor Assistant (Non-Senate, Non-Tenure Track)

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

**Percent time:** Part-time 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. The pool will remain in place for 8-9 months; those interested in remaining in the pool beyond the advertised final closing date must reapply.

**Position duration:** Length of courses differs depending on the subject, level, and credits taught. Courses typically range from 3 to 16 weeks. Further course agreements may be assigned based on program needs, meritorious performance, and funding availability.

### Application Window

**Open date:** June 17, 2025

**Next review date:** Monday, Aug 4, 2025 at 11:59pm (Pacific Time)

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

**Final date:** Friday, Jan 30, 2026 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

#### Departmental Overview

UC Berkeley Extension (UNEX), the continuing education branch of the University of California, Berkeley, has been building bridges between UC Berkeley and the public since 1891. UNEX serves the professional and continuing education goals of thousands of people each year and plays an essential part of the University mission to extend the research and scholarship of UC Berkeley to a global community, increase access to higher education for non-traditional, online and international

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students, and improve the workforce. UC Berkeley Extension is a part of the division under the leadership of the Dean of Extended Education that also includes Berkeley Summer Sessions, Berkeley Study Abroad, and Osher Lifelong Learning Institute.

### Position Overview

UC 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.**

### Course Subjects

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

- Innovation
- Data Analytics
- Entrepreneurship
- Leadership
- Marketing
- Negotiations
- Product Management
- Sustainability
- Technology
- Other Business, Data and Innovation Courses or Subjects (please specify in your cover letter)

### General Duties

**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

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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)

- Minimum of one year of experience in related content area.
- Ability to reliably commute to Berkeley, California, U.S.A. once or twice a week for classes that are 1.5 to 3 hours long during weekdays (Monday through Thursday between 9am-7pm, U.S.A. Pacific Time).
- **U.S.A. Residency and U.S.A. Work Authorization:** All work must be performed in the United States, whether in person or online. For applicants who are not US citizens or permanent residents, a valid US work authorization is required for the duration of employment. Applicants should not expect the department to sponsor a work visa on their behalf.

### 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.
- Ability to support the success of all students through inclusive curriculum, classroom environment, and pedagogy.
- 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.).

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## Application Requirements

### Document requirements

- Curriculum Vitae - Your most recently updated C.V. or Resume.
- Cover Letter - Please discuss prior teaching or teaching assistant experience, teaching approach, and future teaching interests. This can include, for example, specific efforts, accomplishments, and future plans to support the success of all students through inclusive curriculum, classroom environment, and pedagogy.

### Reference requirements

- 3 required (contact information only)

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/JPF04827>

**Help contact:** [extension-jobs@berkeley.edu](mailto:extension-jobs@berkeley.edu)

### About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging in our public mission of research, teaching, and service, consistent with [UC Regents Policy 4400](#) and University of California Academic Personnel policy ([APM 210 1-d](#)). These values are embedded in our [Principles of Community](#), which reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

The University of California, Berkeley is an Equal Opportunity 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.

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For more information, please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment 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.

- "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 or discrimination, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

**Job location**

Berkeley, California, U.S.A.

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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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