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

Job Title	Instructor Pool - Business, Data, and Innovation Visiting Student Programs - UC Berkeley Extension
Department	UC Berkeley Extension
Institution	University of California Berkeley
	Berkeley, California
Date Posted	Jul. 10, 2025
Application Deadline	12/12/2025
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Business - General
Apply Online Here	https://apptrkr.com/6366200
Apply By Email	
Job Description	

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Position overview

Position title: Instructor (Non-Senate, Non-Tenure Track)
Salary range: A reasonable estimate for this position is $4,000 to $6,000 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: Classes are expected to begin in August for the fall term and January for the spring term.

Review timeline: Applications are typically reviewed for fall course needs in April - June, and for spring course needs in August - October. 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 28, 2025

Next review date: Monday, Jul 21, 2025 at 11:59pm (Pacific Time)
Apply by this date to ensure full consideration by the committee.

Final date: Friday, Dec 12, 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

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 professional post-baccalaureate courses for our Business, Data, and Innovation Visiting Student Programs. All courses are offered weekdays in-person on the UC Berkeley campus with some online instructional components. The pool will remain in place for nine months; 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.

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

Business Administration

- Accounting Foundations for Business
- Applied Economics for Business
- Marketing Management
- Organization and Management

Data Analysis

- Data Analytics Capstone
- Data Visualization
- Data Warehousing and Business Intelligence
- Introduction to Data Analytics
- Python for Data Analysis

Data Science

- Artificial Intelligence Foundations
- Data Science Capstone
- Introduction to Big Data
- Introduction to Data Science
- Introduction to Machine Learning
- Machine Learning and Deep Learning

Entrepreneurship and Innovation Management

- Building a Business Plan
- Business Negotiating
- Business Process Modeling and Design
- Design Thinking and Prototyping
- Finance for Entrepreneurs
- Innovative Business Models for Entrepreneurs
- Leadership and Change Management for Startup Founders
- Leadership and Sustainable Strategies for Innovation and Growth
- Managing Product and Go-to-Market Strategies
- Marketing Research: Concepts and Techniques

Other Business, Data, and Innovation Subjects (please specify in your Instructor Information Form)
Instructor duties include but are not limited to:

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- 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 other relevant 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.

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

Qualifications
Basic qualifications (required at time of application)

- Bachelor's degree (or equivalent international degree)

Additional qualifications (required at time of start)

- 3 or more years of professional industry work experience since degree, or 3 or more years of teaching experience since degree.

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- 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 industry work experience in course subject since degree.
- 5 or more years of teaching, training, mentoring, or coaching experience in course subject, within a U.S. 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 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).

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. It is not recommended to use an internet PDF viewer or Google Docs to complete this form. Complete, save, and upload the PDF form to your AP Recruit application.

Reference requirements

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

Apply link: https://aprecruit.berkeley.edu/JPF04810

Help contact: 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.

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

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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, CA

To apply, visit https://aprecruit.berkeley.edu/JPF04810

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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