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

Job Title	Instructor Pool - Online Business Programs - UC Berkeley Extension
Department	UC Berkeley Extension
Institution	University of California Berkeley
	Berkeley, California
Date Posted	Oct. 6, 2025
Application Deadline	07/02/2026
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Business - General
	Marketing
	Human Resources
	General Management
	Accounting and/or Taxes
	Finance
	Economics
Apply Online Here	https://apptrkr.com/6619384
Apply By Email	
Job Description	

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Position overview

Position title: Instructor (Non-Senate, Non-Tenure Track)
Salary range: The compensation model varies depending upon the course delivery format. For a synchronous Live Online course, a reasonable estimate for this position is $1,425 - $5,700 total per course. For an asynchronous Fixed Date Online course, this position is paid $170 - $180 per enrolled student and a reasonable estimate ranges from $1,020 - $7,200 total per course. For an asynchronous Start Anytime Online course, this position is paid $170 - $180 per final student course grade submitted each month; a reasonable estimate ranges from $2,720 - $18,000 total per course; and monthly payments typically begin within 6 months after the course start date. Instructor 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: Some appointments may begin as early as the spring semester.

Review timeline: Applicants are considered for positions as needs arise; the existence of this applicant pool does not guarantee that a position is available. The applicant pool will remain in place for 9-12 months; those interested in remaining in the applicant pool beyond the advertised final closing date must reapply. Applications are typically reviewed for the fall term between February through April; for the spring term June through August; and for the summer term between September through November.

Position duration: Length of courses differs depending on the subject, level, format/schedule, and credits taught. For the fall, spring, and summer semesters, course length typically ranges from approximately 4 to 19 weeks. For asynchronous online start anytime courses, agreement length typically ranges from 9 to 18 months. Further course agreements may be assigned based upon program needs, meritorious performance, and funding availability.

Application Window
Open date: October 2, 2025

Next review date: Thursday, Oct 16, 2025 at 11:59pm (Pacific Time)
Apply by this date to ensure full consideration by the committee.

Final date: Thursday, Jul 2, 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.

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Position description

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 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.

UC Berkeley Extension invites applications for a pool of qualified, dynamic instructors with a commitment to undergraduate, professional, and continuing education in Business and Management to teach one or more online courses each year.

Courses are offered online:

- Online instruction is delivered asynchronously through our learning management system (Canvas) or through synchronous live lectures (Zoom).
- Most synchronous live online lecture courses are offered in the evening and on the weekend (U.S.A. Pacific Time).

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

- Accounting
- Artificial Intelligence (AI)
- Business Analysis
- Corporate Finance
- Economics
- Human Resources
- Leadership and Management
- Marketing
- Personal Financial Planning
- Project Management
- Other Business Course Subjects (please specify on your Instructor Information Form)

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General Duties

The department seeks candidates who can support the success of all students through inclusive curriculum, classroom environment, and pedagogy. Specific duties and expectations will vary depending on the method of instruction including: Synchronous Live Online (Zoom) or Asynchronous Online (Fixed Date or Start Anytime).

- For synchronous instruction (live online courses), duties include but are not limited to: syllabus development; assignment development; lesson planning for class meetings; preparing and submitting required texts and course materials; reviewing and updating Canvas course site; and delivering lectures, presentations, and learning activities for all required hours of instruction.
- For asynchronous instruction (fixed date or start anytime online courses), duties include but are not limited to: reviewing the syllabus and pre-populated online course content; learning and utilizing Canvas classroom management tools; and requesting any training needs from the Program Director or Department Director.
- For all instruction (regardless of course format) duties include but are not limited to: completing required trainings as mandated by the UC Presidential policies; responding to student questions and learning needs in a timely manner; grading student assignments and posting final student grades to the instructor portal in a timely manner; utilizing University-approved course support platforms including the Canvas Learning Management System, Zoom, Instructor Portal, Google Workspace, etc.; reviewing and following University and departmental policies, logistics, and other guidelines as published on the departmental Instructional Resource Site; and responding to other requests from the Program Director or Department Director in a timely manner.

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

Online 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)

- 3 or more years of professional industry work experience since degree.
- **U.S.A. Residency and U.S.A. Work Authorization:** All work must be performed in the United

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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 preferred.
- 4 or more years of professional industry work experience since degree.
- Teaching, training, mentoring, or coaching experience in the 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.
- Ability to support the success of all students through inclusive curriculum, classroom environment, and pedagogy.
- 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).

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

- **Accounting:** Certified Public Accountant (CPA)
- **Accounting (Fraud and Forensic Accounting):** Certified Fraud Examiner (CFE) credential with the Association of Certified Fraud Examiners.
- **Personal Financial Planning:** Certified Financial Planner (CFP) with the Certified Financial Planner Board of Standards, Inc.
- **Project Management:** Project Management Professional (PMP), Project Risk Management Professional (PMI-RMP), or Agile Certified Practitioner (PMI-ACP) with the Project Management Institute (PMI)

Application Requirements

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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

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

Apply link: https://aprecruit.berkeley.edu/JPF04723

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.

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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.

To apply, visit https://aprecruit.berkeley.edu/JPF04723

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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