

Instructor Pool - Berkeley Global Access Career  
Development - UC Berkeley Extension  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=227322>

Downloaded On: May. 16, 2024 5:21pm

Posted Dec. 12, 2023, set to expire Jun. 30, 2024

<b>Job Title</b>	Instructor Pool - Berkeley Global Access Career Development - UC Berkeley Extension
<b>Department</b>	UC Berkeley Extension
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Dec. 12, 2023
<b>Application Deadline</b>	07/05/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Entrepreneurship Business - General
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**Job Description**

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**Instructor Pool - Berkeley Global Access Career Development - UC Berkeley Extension**

**Position overview**

**Salary range:** A reasonable estimate for this position is \$4,000 - \$6,000 per course. Instructor compensation is determined by course length, number of units, enrollment, budgetary considerations, and other factors.

**Percent time:**

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

**Anticipated start:** Some appointments may begin as early as the fall semester.

**Review timeline:** Applicants are considered for positions as needs arise; the existence of this pool does not guarantee that a position is available.

**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:** July 6, 2023

**Next review date:** Monday, May 20, 2024 at 11:59pm (Pacific Time)

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

**Final date:** Friday, Jul 5, 2024 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**

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 or hybrid courses for our Berkeley Global Access (visiting student) Programs.

The mission of the Berkeley Global Access (visiting student) Programs is to extend the reach of UC Berkeley's excellence by providing access and educational opportunities to a broad and diverse community of learners. Our Global Access Programs bring more than 400 students from 20 countries each semester to learn and grow here in Berkeley. We offer academically rigorous, short-term programs for high school graduates, undergraduate and graduate students, and working professionals. Outside of class, students experience life in the San Francisco Bay Area.

We are seeking dynamic instructors with a commitment to lead and teach diverse visiting students

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(international and domestic) in a variety of subject areas with a focus on acculturation to U.S. university academics and culture, successful academic studying tips and/or resources on career and professional growth, and integration of experiential learning through hands on experiences outside of the classroom.

All courses are offered in-person on the UC Berkeley campus with some online instructional components.

We hope that you will consider applying for this great opportunity to support diverse students at a global scale as they experience the vibrant and unique Berkeley learning community, as well as the larger Bay Area/Silicon Valley surrounding ecosystem. 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.

**General Duties**

We are seeking qualified applicants who possess current subject matter expertise and/or teaching knowledge in one or more of the following course subjects.

**Business, Entrepreneurship, and Career Services**

- Business and Entrepreneurship Acumen (Soft Skills)
- Business and Entrepreneurship Professional Development and Coaching

**STEM, Chemistry, and Career Services**

- Chemistry Professional Development and Coaching
- STEM Professional Development and Coaching

**Multidisciplinary Career Development and Experiential Learning Subjects**

**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.
- Make appropriate adjustments to continually improve the syllabus, curriculum and course

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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.

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

### **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**

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- Advanced degree in subject area preferred.
- 1 or more years of professional and/or academic experience in the course subject.
- Prior experience as a career counselor.
- STEM field industry expertise and/or academic research experience.
- Teaching, training or coaching experience in the course subject, within a corporate environment, or at a U.S. college/university institution.
- Experience in course development, including creating original academic content such as syllabi, learning objectives, lectures/presentations/scripts, learning activities, assignments, assessments, exams, and quizzes.
- Experience teaching online 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.
- Effective organizational skills with attention to detail.
- 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); Google docs and slides; file sharing (Google drive or Dropbox); online shared calendars (Google calendar).

## **Application Requirements**

### **Document requirements**

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter - If you selected Multidisciplinary Career Development and Experiential Learning Subjects as a specialization, please specify which subjects in your cover letter.
- Examples of recent syllabi or course outlines (Optional)

### **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. References will only be solicited for finalists.

**Apply link:** <https://aprecruit.berkeley.edu/JPF03851>

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

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### 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.

### Job location

Berkeley, California (U.S.A.)

To apply, visit <https://aprecruit.berkeley.edu/JPF03851>

### Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

**Contact**

N/A

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