

Instructor Pool Economics UC Berkeley Extension  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=220658>

Downloaded On: May. 19, 2024 11:23am

Posted Sep. 1, 2023, set to expire Jun. 30, 2024

<b>Job Title</b>	Instructor Pool Economics UC Berkeley Extension
<b>Department</b>	
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 1, 2023
<b>Application Deadline</b>	08/28/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Economics - Microeconomics Economics - Macroeconomics Economics - General
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**Job Description**

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**Instructor Pool Economics UC Berkeley Extension**

**Position overview**

**Salary range:** A reasonable estimate for this position is \$2,850-\$4,275 per course, or \$175-\$180/student for an asynchronous online 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 spring 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:** August 29, 2023

**Next review date:** Tuesday, May 28, 2024 at 11:59pm (Pacific Time)

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

**Final date:** Wednesday, Aug 28, 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 and online Economics courses for our Business department.

UC Berkeley Extension seeks dynamic instructors with a commitment to undergraduate, professional and continuing education in Economics to lead one or more courses each year. 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.

Courses are offered in-person and online:

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- Cohort program courses are offered in-person in the classroom on weekdays (Monday-Thursday, 8am-6pm) at our centers in Berkeley and San Francisco, California (U.S.A.).
- Open enrollment courses are offered online. Online instruction is delivered through live lectures (Zoom) or asynchronously through our learning management system (Canvas). Most live online lecture courses are offered in the evening and on the weekend (U.S.A. Pacific Time).

### **General Duties**

We are seeking qualified applicants who possess current subject matter expertise and/or teaching knowledge in the following course subjects (but not limited to). Please refer to detailed course descriptions in the departmental link below.

### **Economics**

- Applied Economics for Business
- Introduction to Macroeconomics
- Introduction to Microeconomics

### **Teaching Experience**

- Classroom Teaching Experience
- Synchronous Online Teaching Experience (online lectures via Zoom)
- Asynchronous Online Teaching Experience (via learning management system)

### **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 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

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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 Manager as needed.
- Retain student records according to University policies.

**Economics Courses:** <https://extension.berkeley.edu/academic-areas/business/#!?tab=courses&programStream=Economics>

### Qualifications

**Basic qualifications** (required at time of application)

- Doctorate degree or equivalent international degree

**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**

- 5 or more years of professional and/or academic experience in the course subject.
- Teaching, training or coaching experience in the course subject, within a corporate environment, or at a U.S. college/university institution.

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- 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).
- 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: 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 tools (email, calendar, docs, sheets, slides, etc).

### Application Requirements

#### Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Instructor Information Form - Please download and complete the following [Instructor Information Form](#) per the instructions below:

-Select File, Download, Microsoft Word (.docx)

-Find the downloaded document on your computer, open it in MS Word, and complete the information requested.

-Save the document as a PDF (File, Save As, File Format, PDF).

-Upload the PDF document to your [AP Recruit application](#).

#### Reference requirements

- References are requested from candidates in the Instructor Information Form and confirmed at the interviewing stage. References are only contacted for finalists.

**Apply link:** <https://aprecruit.berkeley.edu/JPF03975>

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

**About UC Berkeley**

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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**

San Francisco Bay Area, California, U.S.A.

To apply, visit <https://aprecruit.berkeley.edu/JPF03975>



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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

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