

Part-Time Instructor Pool - Writing, Literature, and
Humanities - UC Berkeley Extension
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=154289>

Downloaded On: Apr. 20, 2021 12:56am

Posted Feb. 16, 2021, set to expire Jun. 16, 2021

Job Title	Part-Time Instructor Pool - Writing, Literature, and Humanities - UC Berkeley Extension
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Feb. 16, 2021
Application Deadline	10/15/2021
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Literature - General Journalism Ethnic/Multicultural Studies Creative or Technical Writing Humanities - General
Apply Online Here	https://apptrkr.com/2154513

Apply By Email

Job Description

Part-Time Instructor Pool - Writing, Literature, and Humanities - UC Berkeley Extension

Job Location

Remote locations or the San Francisco Bay Area, CA

Job Type:

Academic - Temporary, Part-Time, Non-Tenure Track

Job Summary

UC Berkeley Extension, the professional and continuing education division at the University of

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California, Berkeley, invites applications for a pool of qualified, temporary, part-time instructors to teach on-site and online courses for our Writing, Literature, and Humanities Programs.

UC Berkeley Extension seeks dynamic part-time instructors with a commitment to undergraduate, professional and continuing education in Writing, Literature, and Humanities to lead multiple courses each year. The pool will remain in place for one calendar year; those interested in remaining in the pool beyond October 15, 2021 must reapply. Screening of applicants begins immediately and will continue as needed; some appointments may begin as early as the Spring 2021 semester. The number of these temporary, part-time, non-tenure track, academic positions varies from semester to semester, depending on the needs of the department. Appointments are offered on a course-by-course basis, and appointment length is based upon course section schedule(s). Appointments may be renewable based on need, funding, and performance.

General Duties

We are seeking qualified applicants who possess current subject matter expertise and/or teaching knowledge in the following course subject areas (but not limited to). For a full list of current courses, please refer to

[url=https://apptrkr.com/get_redirect.php?id=2154513&targetURL=https://extension.berkeley.edu/academic-areas/writing-editing-and-technical-communication/"

rel="nofollow]https://extension.berkeley.edu/academic-areas/writing-editing-and-technical-communication/ or

[url=https://apptrkr.com/get_redirect.php?id=2154513&targetURL=https://extension.berkeley.edu/academic-areas/humanities-and-languages/" rel="nofollow]https://extension.berkeley.edu/academic-areas/humanities-and-languages/.

Writing

- * Literary Fiction Writing
- * Genre Fiction Writing
- * Nonfiction Writing
- * Poetry
- * Screenwriting
- * Journalism
- * Academic Writing
- * English Composition
- * Business Communications
- * Public Relations Writing
- * Social Media Writing
- * Science Writing

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Literature

- * American Literature
- * British Literature
- * Contemporary Literature
- * World Literature

Humanities

- * Ethnic Studies
- * American Environmental and Cultural History
- * Intro to American Politics
- * American Fiction

Teaching Experience and Availability

In your application, indicate whether you have experience and availability for the following:

- * Classroom Teaching Experience
- * Classroom Teaching Availability (once teaching resumes onsite in the San Francisco Bay Area)
- * Online Teaching Experience
- * Online Teaching Availability

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; signing semester contract(s); 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 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 the Canvas Learning Management System as the course support platform.
- * Communicate teaching objectives and specific learning outcomes to students, and clearly outline/explain the grading policies for the course.

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- * Respond to student questions and learning needs in a timely manner (within 48 hours).
- * Employ culturally competent and inclusive teaching methodologies in the classroom (including teaching non-native speakers and/or students with academic letters of accommodations for learning 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 as needed.
- * May be appointed by department to serve as an online course developer.
- * Collaborate with academic department and instructional designer(s) on online course design/roadmap, learning strategies/activities, and media production/recordings. May develop and provide raw content for the following: the online course syllabus, learning objectives, lecture segments and scripts, reading assignments, assessments/assignments, discussion prompts, course midterm exam(s) or project(s), final exam(s) or project(s), student instructions, etc.
- * Retain student records according to University policies.

Basic Qualifications (at time of application):

- * Bachelor's degree or equivalent international degree required.

Additional Qualifications (by the start date of the position):

- * 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. The department is unable to provide a visa/work permit.

Preferred Qualifications:

- * 5 or more years of professional experience in course subject area.
- * Advanced degree preferred.
- * Experience teaching in a college/university environment.
- * Experience teaching online and/or developing academic content for online courses.
- * Corporate teaching, coaching or training experience.
- * Experience in course development, including creating course objectives and assignments/assessments.
- * Effective organizational skills with attention to detail.
- * Effective verbal/written communication and presentation skills.
- * Ability to convey conceptual and complex ideas and information.
- * Ability to collaborate with colleagues and work within a team environment.

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* Proficiency in (or willingness to learn) instructional and other technology: Learning Management Systems (Canvas, Angel, Blackboard, Moodle, EdX, etc.); Microsoft Office Suite (Word, PowerPoint, Excel, etc.); Google Home and Office tools (docs, sheets, slides, etc.); online file sharing (e.g., Google drive, Box, Dropbox, etc.); Online tele/video conferencing tools (e.g., Zoom, Google Hangouts, Skype, Adobe Connect, etc.); online shared calendars (e.g., Google calendar, Outlook, etc.).

The Campus Community:

The University of California 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. For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=2154513&targetURL=http://policy.ucop.edu/doc/4000376/Nondisrel="nofollow]http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct.

To Apply:

Go to [url=https://apptrkr.com/2154513" rel="nofollow]https://aprecruit.berkeley.edu/JPF02757.

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

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

[url=https://apptrkr.com/get_redirect.php?id=2154513&targetURL=https://apo.berkeley.edu/ucb-confidentiality-policy" rel="nofollow]https://apo.berkeley.edu/ucb-confidentiality-policy prior to submitting their letters.

Contact Kerry Everett at

[url=https://apptrkr.com/get_redirect.php?id=2154513&targetURL=mailto:extension-jobs@berkeley.edu" rel="nofollow]extension-jobs@berkeley.edu for further information. For more information about UC Berkeley Extension, please visit our website at:

[url=https://apptrkr.com/get_redirect.php?id=2154513&targetURL=https://extension.berkeley.edu/" rel="nofollow]https://extension.berkeley.edu/.

Contact Information



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Please reference Academickeys in your cover letter when
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Contact

N/A

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