Instructor Pool Editing and Technical Communication UC Berkeley Extension
University of California Berkeley

Job Title	Instructor Pool Editing and Technical Communication UC Berkeley Extension
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Oct. 9, 2024
Application Deadline	10/07/2025
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Creative or Technical Writing Communication
Apply Online Here	https://apptrkr.com/5708621
Apply By Email	
Job Description	

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Position overview
Salary range: A reasonable estimate for this position is $150-$175/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: October 8, 2024

Next review date: Tuesday, Oct 22, 2024 at 11:59pm (Pacific Time)
Apply by this date to ensure full consideration by the committee.

Final date: Tuesday, Oct 7, 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

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 online courses for our Editing and Technical Communication programs.

UC Berkeley Extension seeks dynamic instructors with a commitment to professional and continuing education in Editing and Technical Communication 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.

Online instruction is delivered asynchronously through our learning management system (Canvas).

General Duties

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We are seeking qualified applicants who possess current subject matter expertise and/or teaching knowledge in the following subjects/specializations (but not limited to). Please refer to a full list of current courses in the departmental link below.

Editing

- Copyediting
- Developmental Editing
- Indexing
- Proofreading

Technical Communication

- Technical Writing
- Technical Editing
- Information Design and Communications

Other Editing & Technical Communication Related Topics
(please specify in your cover letter)

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.

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- 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.

Editing and Technical Communication Courses: https://extension.berkeley.edu/academic-areas/writing-editing-and-technical-communication/#!?tab=programs&availability=all

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

- 5 or more years of industry experience in professional editing (copyediting, developmental editing, indexing, proofreading) and/or professional technical writing, technical editing, and technical information design.
- Teaching, training or coaching experience in the course subject, within a U.S. corporate environment, or at a U.S. college/university institution.
- Experience teaching online and/or developing academic content for online courses.
- Experience in creating syllabi, learning objectives, lectures/presentations, learning activities, assignments, assessments, exams, and quizzes.
- 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 Workspace tools (email, calendar, docs, sheets, slides, etc).

Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter - In your cover letter, please include information about how your pedagogical approaches and classroom strategies will contribute to an equitable and inclusive classroom environment. Please also include any other Editing & Technical Communication related topics that you have taught or are interested in teaching.

Reference requirements

- References are requested from candidates at the interviewing stage, and references are only

contacted for finalists.

Apply link: https://aprecruit.berkeley.edu/JPF04511

Help contact: extension-jobs@berkeley.edu

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

To apply, visit https://aprecruit.berkeley.edu/JPF04511

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Direct Link: https://www.AcademicKeys.com/r?job=246788
Downloaded On: Oct. 9, 2024 4:16pm
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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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