# POSITION ANNOUNCEMENT

## Part-Time Instructor Pool – SAT Instructors

## Job Location

### Online - Work from Home and On-site in Berkeley and San Francisco

## Job Type

### Temporary, Part-Time, 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, temporary, part-time instructors to teach online courses for our College Foundations program.

UC Berkeley Extension seeks dynamic part-time instructors with a commitment to pre-college education in SAT Test and SAT Subject Tests to lead multiple courses each year. Screening of applicants begins immediately and will continue as needed; some appointments may begin as early as the Summer 2020 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 subject areas:

* SAT General Test, Test Preparation
* SAT Math II Subject Test, Test Preparation
* SAT Chemistry Subject Test, Test Preparation
* SAT Physics Subject Test, Test Preparation

**Instruction Method** (please indicate whether you have teaching experience OR If you are available to teach in the following instruction methods):

* Classroom Teaching, Training, Coaching or Mentoring (classroom locations include Berkeley, CA).
* Teaching International Students
* Online Teaching
* Online Curriculum Writer/Designer

#### 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, 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 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.
* 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.
* Retain student records according to University policies.
* May be appointed by department to serve as a subject matter expert to write original online course curriculum and content. Collaborate with academic department and instructional designer(s) on project deliverables and deadlines, including the online course design/roadmap, learning strategies/activities, and media production/recordings. May develop and provide raw original 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.

## Basic Qualifications (at time of application):

* Bachelor’s degree

## 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. Due to the part-time, temporary nature of instructor positions, UC Berkeley Extension is unable to sponsor visa/work permits.

## Preferred Qualifications:

* Advanced or equivalent international degree.
* Two or more years of professional experience in SAT Test Preparation.
* Experience teaching in a college/university environment.
* 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 and/or developing online courses.
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* Effective organizational skills with attention to detail.
* Effective verbal/written communication and presentation skills (English).
* Ability to convey conceptual and complex ideas and information.
* 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, Moodle, Blackboard, edX, etc.); lecture/presentation capture applications (Camtasia, Panapto etc.); online tele/video conferencing tools (e.g., Zoom, Google Hangouts, Skype, Adobe Connect, etc.); iWork (Pages, Numbers, Keynote); 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 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: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

## Benefits Summary

Access to UC Berkeley library stacks and online resources, free and discounted software, and professional development through LinkedIn Learning. Workers compensation and general liability insurance coverage, Medicare contributions, mandatory Safe Harbor Defined Contribution Plan contributions (in lieu of Social Security), and voluntary 403b plan.

## To Apply

Submit cover letter and resume or CV to extension-jobs@berkeley.edu.

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 (<https://apo.berkeley.edu/ucb-confidentiality-policy>) prior to submitting their letters.

Contact Kerry Everett at extension-jobs@berkeley.edu for further information. For more information about UC Berkeley Extension, please visit our website at: <https://extension.berkeley.edu/>.