POSITION ANNOUNCEMENT

Part-Time Instructor Pool – Tableau Software – UC Berkeley Extension

Job Location:
San Francisco Bay Area, CA

Job Type:
Academic - Temporary, Part-Time, Non-Tenure Track

Description
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 on-site courses in Tableau Software.

UC Berkeley Extension seeks dynamic part-time on-site instructors with a commitment to professional and continuing education in Tableau Software to lead multiple courses each year. Screening of applicants begins immediately and will continue as needed; some appointments may begin in the 2019 spring semester. The number of these temporary, part-time, non-tenure track, academic positions (Title/Code: TEACHER-UNEX 3474) varies from semester to semester, depending on the needs of the department. Courses are offered on-site in Berkeley and San Francisco. 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 in the following subject(s):

- Tableau Software

Instructor duties include but are not limited to:

- Develop and/or update course syllabi in consultation with the UC Berkeley Extension Program Director using approved syllabus template.
- Prepare and deliver course materials and learning assessments in the assigned format.
- 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.
- Evaluate student achievement of specific learning outcomes and assign grades.
- Post final student grades to the transcript system within two weeks of course completion.
- Respond to student questions and learning needs in a timely manner (within 48 hours).
- Handle student inquiries about final grades and consult with Program Director as needed.
- Stay current within the subject, discipline or field of practice.
- Use subject-matter expertise and leverage additional resources appropriately to enhance the curriculum.
- Design interactive and motivational classroom activities to fully engage participants and to reinforce student learning.
- Complete mandatory training programs by deadlines established by UC Berkeley.
- Complete required administrative tasks in a timely manner including: submitting updated syllabi; signing semester contract(s); communicating required texts and materials; communicating classroom technology and support needs.
- 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).
- Allow students to review their final exams/papers for up to 13 months following the last class session.
- Update course materials periodically, and regularly monitor course evaluations in order to make adjustments and improvements to the curriculum.

Basic Qualifications (at time of application):

- Bachelor’s degree or equivalent international degree required.
**Additional Qualifications (by start date):**

- Five or more years of professional work experience in Tableau Software is also required.
- Applicants must be eligible to work in the U.S.A.

**Preferred Qualifications:**

- Experience teaching in a college/university environment or in corporate teaching, coaching or training experience.
- Ability to reliably commute to the San Francisco Bay Area, CA.

**To Apply:**

The department is interested in candidates who will contribute to diversity and equal opportunity at UC Berkeley through their work.

Submit cover letter and resume or CV by emailing extension-jobs@berkeley.edu. Please include “Tableau Software” in the subject line.

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 (http://apo.berkeley.edu/evalltr.html) prior to submitting their letters.

Applications to teach are accepted on a rolling basis throughout the year to both fill immediate program needs, and to increase the depth of the instructor pool for future needs. Appointments for fall semester are usually reviewed in February through April, and for spring semester in July through September, and for summer semester in November through January.

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.

**About Us**

UC Berkeley Extension, the professional and continuing education division of the University of California, Berkeley, has been building bridges between UC Berkeley and the public since 1891. As a self-supporting unit, Extension brings the research, scholarship and mission of UC Berkeley to regional, national and global audiences. Through flexible scheduling, competitive pricing, and innovative online delivery, UC Berkeley Extension serves the professional and continuing education goals of thousands of U.S. and international students each year.

Please direct questions to extension-jobs@berkeley.edu. For more information about UC Berkeley Extension, please visit our website at: https://extension.berkeley.edu/.