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 our Technology & Information Management department.

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 fall 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 in the following subject(s):

- Tableau Software

Courses are offered on-site in Berkeley and San Francisco.

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.
- 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 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 start date):**

- 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:**

- Five or more years of professional work experience in Tableau Software.
- Master’s degree or equivalent international degree.
- 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.
- 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: [http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct](http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct).

**To Apply:**

Submit cover letter and resume or CV to [extension-jobs@berkeley.edu](mailto:extension-jobs@berkeley.edu).

References will only be solicited 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 ([http://apo.berkeley.edu/evalltr.html](http://apo.berkeley.edu/evalltr.html)) prior to submitting their letters.

For more information about UC Berkeley Extension, please visit our website at: [extension.berkeley.edu](http://extension.berkeley.edu).