

Instructor Pool - College Admissions Advising and
TESOL - UC Berkeley Extension
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254279>

Downloaded On: Apr. 18, 2025 4:55pm

Posted Mar. 11, 2025, set to expire Jun. 5, 2025

Job Title	Instructor Pool - College Admissions Advising and TESOL - UC Berkeley Extension
Department	UC Berkeley Extension
Institution	University of California Berkeley Berkeley, California
Date Posted	Mar. 11, 2025
Application Deadline	06/05/2025
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Higher Education Administration English as a Second Language
Apply Online Here	https://apptrkr.com/6068409
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Job Description

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Position overview

Salary range: A reasonable estimate for this position is \$1,500 - \$4,500 per 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: June 6, 2024

Next review date: Monday, Apr 28, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Thursday, Jun 5, 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 Education department.

UC Berkeley Extension seeks dynamic instructors with a commitment to professional and continuing education to lead one or more courses each year in College Admissions Advising and Teaching English to Speakers of Other Languages (TESOL). 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.

Courses are offered online. Online instruction is delivered through live lectures (Zoom) or

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asynchronously through our learning management system (Canvas). Most live online lecture courses are offered in the evening and on the weekend (U.S.A. Pacific Time).

General Duties

We are seeking qualified applicants who possess current subject matter expertise and/or teaching knowledge in the following subjects/specializations (but not limited to). For detailed course descriptions, please refer to the departmental link below.

College Admissions Advising

- College Admissions Advising
- Financial Aid and Affordability
- College Admissions Consulting Resources
- Building an Educational Consultant Business
- Marketing and Public Relations for the Educational Consultant

Teaching English to Speakers of Other Languages (TESOL)

- Cultural Responsiveness in TESOL
- Fundamentals of Linguistics for ESL Teachers
- Grammar Fundamentals for ESL Teachers
- Second-Language Acquisition
- Teaching Pronunciation as a Communicative Skill
- Methods and Materials for Teaching English as a Second Language
- Practicum in Course Design for ESL/EFL Teachers

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.
- 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.

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- 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.

UC Berkeley Education Department Courses: <https://extension.berkeley.edu/academic-areas/education/#!?availability=open&tab=programs>

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

The following qualifications are preferred for the programs listed below:

- **College Admissions Advising:** 5 or more years of professional experience as an educational consultant, college admissions advisor, and/or K-12 school counselor. Experience teaching, training, or mentoring educational consultants, college admissions advisors, and/or K-12 school

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counselors. Experience with advising students on the financial aid and FAFSA application process. Current participation in professional associations. Professional marketing, public relations, and networking skills.

- **Teaching English to Speakers of Other Languages (TESOL):** Experience teaching or training other ESL teachers.

Other Preferred Qualifications:

- 5 or more years of professional and/or academic experience in the course subject.
- Advanced degree in subject area preferred.
- 3 or more years of teaching experience in the course subject at a U.S. high school/college/university institution.
- Experience in creating syllabi, learning objectives, lectures/presentations, learning activities, assignments, assessments, exams, and quizzes.
- Experience teaching online and/or developing academic content for online courses.
- 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.
- Statement on Contributions to Advancing Diversity, Equity, and Inclusion - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at Berkeley (for additional information go to <https://ofew.berkeley.edu/recruitment/contributions-diversity>).
- Cover Letter (Optional)
- Examples of Teaching Evaluations and/or Syllabi (Optional)

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Reference requirements

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

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Apply link: <https://aprecruit.berkeley.edu/JPF04434>

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 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 and Nondiscrimination in Employment 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.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.

- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.

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- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

Job location

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

To apply, visit <https://aprecruit.berkeley.edu/JPF04434>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California Berkeley

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