

Instructional Designer (6148U) 76847
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254431>

Downloaded On: Mar. 14, 2025 5:42pm

Posted Mar. 14, 2025, set to expire Jul. 1, 2025

Job Title	Instructional Designer (6148U) 76847
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Instructional Design/Technology
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

UC Berkeley Extension is the continuing education arm of the flagship campus UC Berkeley. Since 1891, we've been assisting students in reaching their professional goals and accomplishments. We offer more than 65 professional certificates and specialized programs, and more than 2,000 classroom and online courses, with 45,000 enrollments each year. UC Berkeley Extension's online portfolio includes over 300 courses across numerous delivery platforms including Canvas, edX and Moodle. We pride ourselves on academic excellence.

Application Review Date

The First Review Date for this job is March 26, 2025

Responsibilities

- In consultation with the Academic Design Managers, SMEs/faculty, and other academic stakeholders, builds out finalized design and layout for online Extension courses. Collaborates with the Academic Design Managers to apply professional instructional design skills to articulate course design, apply learning objectives/outcomes, include supportive learning activities and assessments, and select appropriate technologies and tools to achieve academic goals.
- Consults with Academic Design Managers, SMEs/faculty, and other academic stakeholders, to determine methods for delivery of course content and effective use of technology that promotes learner engagement and knowledge acquisition.
- Identifies, evaluates, recommends, and implements EdTech software tools and equipment used across all phases of online course production. Provides ongoing maintenance of EdTech learning tools and technologies.
- Supports Subject Matter Experts and faculty in the creation of online course/multimedia content,

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including interactive learning activities, video, or audio components, oversees the production of course content according to an established schedule. Provides instructional design consultation and/or training/assistance to Extension instructors to facilitate the design, development, and delivery of their instructional content both in the classroom and online.

- Provides support for testing content and tools to meet ADA requirements, research and document copyright for embedded media and other non- faculty-created content.
- Performs Online Course Provisioning by preparing online courses and course content for launch every term including quality control and any required maintenance. Maintains and develops the design of current and new CSS templates for the student experience. Develops and maintains design guides and quality rubrics.
- In consultation with the Academic departments, stakeholders, and instructors, the Instructional Designer ensures the technical accuracy and understandability of online content by providing timely and accurate troubleshooting for any course content or delivery issues. Monitors course progress during the instructional terms and resolves issues with students, faculty/instructors, staff, and others. Identifies and triages technical and logistical issues within live online courses through internal ticketing system and the course maintenance queue. Helps academic stakeholders, instructors and students troubleshoot issues they encounter while using supported software and platforms. Escalates out of scope issues to the Director of Educational Design and Technology (EDT)
- Works in a collaborative manner with other instructional designers, technology staff, faculty, and teaching assistants in a diverse environment and demonstrates diplomacy and tact in all communications. Works collaboratively at all levels in the organization to prioritize work assignments, conduct analysis, and develop recommendations.
- Conducts appropriate job and task analyses in the context of instructional design of technical or specialized training.
- Actively seeks out knowledge of new and emerging learning technologies.

Required Qualifications

- Thorough knowledge of functional area and understands how work within one course may impact work being done on other courses or in other areas.
- Thorough analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Strong analytical, verbal, written and interpersonal communication skills and strong collaboration and negotiation skills.
- Thorough knowledge of organization policies and procedures, including policies that impact online course development.
- Thorough knowledge of instructional design principles and learning strategies, including needs

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analysis, backwards design, learning outcomes and assessment design, and instructional approaches including lecture, discussion, activities, projects, etc.

- Thorough knowledge of the technical tools and platforms required to achieve the delivery of engaging and media-rich online learning content, and of trends in the use and effectiveness of educational technology and learning.
- Thorough knowledge and skills with relevant business software systems.
- Thorough knowledge of applying adult learning theories and educational methodologies.
- Thorough knowledge of e-learning strategies including but not limited to courses (e.g., processes and technologies, etc.).
- Advanced level skills in application of planning, resourcing and monitoring of effective design life cycles of training and other learning and performance solutions to support the organization.
- Knowledge to conduct appropriate job and task analyses in the context of instructional design of technical or specialized training.
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Master's degree or advanced degree in related area and / or equivalent experience / training

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Salary & Benefits

This is a one-year, full-time contract position. Extension is possible with continued funding.

This position is eligible for the full range of UC Benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$93,000 - \$103,000, annually.

How to Apply

To apply, please submit your resume and cover letter.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

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Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct 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. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

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, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).



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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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

University of California, Berkeley

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