

Academic Instructor (9901U), Upward Bound Program -  
67448  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234385>

Downloaded On: May. 17, 2024 1:17pm

Posted Apr. 9, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Academic Instructor (9901U), Upward Bound Program - 67448
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 9, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
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**Job Description**

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**Academic Instructor (9901U), Upward Bound Program - 67448**

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## Departmental Overview

Housed within the Division of Student Affairs, the Center for Educational Partnerships (CEP) is the primary department on the UC Berkeley campus charged with developing and implementing programs and strategies to improve academic preparation, expand educational opportunities and ensure access to higher education for low-income, first-generation, and underrepresented students. Working in partnership with local schools and communities, CEP improves academic achievement and expands post-secondary educational opportunities for students who face significant barriers to college.

## PROGRAM DESCRIPTION:

The Upward Bound (UB) is a federally funded educational outreach program serving high school students who are low-income and first-generation-to college (LIFG). UB provides free year round services and activities that motivate and prepare students for success in education beyond high school. The academic component of the summer programs focuses on college preparation, collaboration, equity building, and project-based learning. The 2024 UB Summer Program is providing

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a select group of 50 students from California the opportunity to live in student residence halls and take enrichment and research-based classes on the UC Berkeley Campus. Students also engage in exciting culture-building activities, academic and college preparation workshops, and academic field trips. Academic programming will take place Monday - Friday during the day or the evening, contingent upon room availability on the UC Berkeley campus.

#### INSTRUCTOR TIMELINE:

This is a 6-week assignment, with a commitment to training and preparation prior to launch, and requires commuting with evening and weekend work requirements.

This position's start date will be June 6th, 2024, and ends on July 26, 2024. Staff training and onboarding will take place from June 6th, beginning at 9am -5pm on the UC Berkeley campus, until June 7th. Staff will be required to begin serving students on June 10th at the UC Berkeley campus, until the final date of hire, with exceptions for Saturdays and other scheduled breaks.

#### Responsibilities

##### Administrative Duties:

- Submit supplies and materials requests on time to the Associate Director.
- Report, document, and follow-up with staff regarding any student misconduct as per UB & university policies, expectations, and core values.
- Responsible for recording student attendance on time each day.
- Transport supplies to and from the CEP office to various activity location on campus.
- Organize class materials and supplies.

##### Student Supervision & Instruction Lead:

- Reinforce and adhere to university policies.
- Act as a role model to students.
- Create and implement an exciting research-based learning course geared toward high school students who are entering the 10th, 11th or 12th grade.
- Design, all course-related materials, including but not limited to the syllabus, course calendar, reader, assignments, projects, etc. Submit draft course outline and syllabus to the Associate Director and Pre-College TRIO Director for review.
- Review student diagnostic tests and applies results to course design.

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- Develop a midterm exam and a final project.
- Submit progress reports and comments on each student's progress throughout UB Summer.
- Assign and submit mid-session and final grades on time.
- Offer tutoring and additional academic support to students when necessary.

Teaching Assistant Supervision:

- Supervise the work of teaching assistants and provide appropriate professional development, as agreed. This includes supporting teaching assistants in leading activities/lessons as appropriate throughout the program.
- Act as a role model to teaching assistant(s).

Professional Development:

- Attend and participate in the following meetings and trainings: Staff Training, Student/Family Orientation, and all other educational and recreational UB activities.
- Attend weekly staff meetings.
- Participate in a post-program UB debrief session.

Other:

- Participate in program wide student activities.
- Complete other duties as assigned.

**Required Qualifications**

- Experience with curriculum development creation
- Experience and/or substantial understanding of Project-Based Learning approaches to education
- Experience with basis research methodologies
- Ability to teach courses in an intensive, fast-paced schedule
- Cross-cultural awareness and understanding of issues faced by low-income, first-generation students
- Passion for teaching underrepresented students
- Ability to work effectively with UB Staff and students, across all organization levels, internally and externally

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- Highly effective verbal and written communication skills.

Education/Training:

- Bachelor's degree, equivalent international degree, and/or equivalent experience/training.
- Teaching credential or substantial experience with secondary education.

**Preferred Qualifications**

- Advanced knowledge of program activity experience working with high school students in an educational context.
- Proficiency in the use of basic computer applications.
- Ability to incorporate technology in the classroom.

**Salary & 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 or hourly range that the University reasonably expects to pay for this position is \$7,000.00 over the duration of the appointment.

- This is a 7-week, variable hours, limited (temporary) position that is not eligible for UC benefits.
- This position is exempt.

**How to Apply**

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To apply, please submit your resume and cover letter.

### **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.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **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](#).

To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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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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