Course Developer - Epidemiology - UC Berkeley Extension
University of California Berkeley

Job Title	Course Developer - Epidemiology - UC Berkeley Extension
Department	
Institution	University of California Berkeley
	Berkeley, California
Date Posted	Jul. 22, 2024
Application Deadline	08/09/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Public Health/Biostatistics/Epidemiology
Apply Online Here	https://apptrkr.com/5401630
Apply By Email	
Job Description	

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Position overview

Salary range: A reasonable estimate for this position is $3,500 - $5,000 per online course development project. Course developer compensation is determined by the number of online course modules, budgetary considerations, and other factors.

Percent time: Part-time temporary appointments are offered by agreement on a project-by-project basis.

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Anticipated start: Position is expected to begin in August or September 2024.

Review timeline: Review of applications begins immediately and will continue as needed through August 2024.

Position duration: Appointment length is based upon project milestones, course design(s), and deliverables. Appointments may be renewable based on need, funding, and performance.

Application Window
Open date: June 10, 2024

Next review date: Monday, Jul 22, 2024 at 11:59pm (Pacific Time)
Apply by this date to ensure full consideration by the committee.

Final date: Friday, Aug 9, 2024 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, seeks a dynamic part-time online course developer with a commitment to undergraduate, professional, and continuing education in Epidemiology to serve as a subject matter expert in developing one or more online courses.

General Duties
We are seeking an online course developer who possesses current subject matter expertise and/or teaching knowledge in the following course subject(s):

- Epidemiology

For each online course, the general duties include but are not limited to:

- Develop a new asynchronous online course.

- Collaborate with the academic department and Instructional Design Team on course design, roadmap and framework and determine the number of course modules for each course.
- Collaborate with Academic Department, Instructional Designer and Media Team to create a media plan for the course.
- Collaborate with the Instructional Design Team on design of learning activities and learning strategies.

For each course module, develop and provide original raw content for the following common elements:

- Learning Objectives;
- Online course topic outline and syllabus;
- Lecture segments, including but not limited to video, PowerPoint slides, and audio recordings using University-provided software;
- Narrative textual content;
- Reading assignments;
- Learning Activities, including but not limited to discussion prompts, quizzes, assignments with instructions; and
- Assessments, including course midterm or project and two final exam versions with answer keys or a final project.

Produce course media with direction and collaboration from the academic department and Instructional Design Team:

- Write scripts for all media two weeks prior to recording
- Recordings
- Provide imagery examples or descriptions for each script to produce media

Meet weekly or biweekly (twice a month) with the Instructional Designer over zoom.
Review completed course content within LMS and provide content quality assurance including media content.

Online Science Courses: https://extension.berkeley.edu/academic-areas/sciences-and-biotechnology/#!?programStream=Online%20Science%20Courses

Qualifications
Basic qualifications

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(required at time of application)

- Doctorate degree or equivalent international degree.

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 visa/work permits.

Preferred qualifications

- Doctorate degree or equivalent international degree in epidemiology.
- 3 or more years of professional and/or academic experience in epidemiology.
- 3 or more years of professional or undergraduate-level teaching experience (as the primary instructor) in epidemiology.
- Experience teaching at a U.S. college/university institution.
- Experience teaching and/or developing academic content for online courses.
- Experience in creating original academic content such as syllabi, learning objectives, lectures/presentations/scripts, learning activities, assignments, assessments, exams, and quizzes.
- Ability to convey conceptual and complex ideas and information.
- Ability to collaborate with colleagues and work within a team environment.
- Ability to commit time to approximately 10-15 hours a week over 6-9 months (specific delivery schedule determined by mutual agreement).
- Ability to participate in regular phone/video conferences M-F between 9am-5pm (USA Pacific Time).
- 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).
- Effective verbal/written communication and presentation skills (English).
- Effective organizational skills with attention to detail.

Application Requirements

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Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- **Instructor Information Form** - Download the Instructor Information Form PDF to your computer desktop and open it using the Adobe Acrobat application. Complete, save, and upload the PDF form to your AP Recruit application. It is not recommended to use an internet PDF viewer or Google Docs to complete this form.

Reference requirements

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

Apply link: https://aprecruit.berkeley.edu/JPF04459

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/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.

Please refer to the University of California's Affirmative Action 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.

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

To apply, visit https://aprecruit.berkeley.edu/JPF04459

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Contact Information

Contact

N/A

University of California Berkeley

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