

Learning Specialist (4545U) 1773
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=129946>

Downloaded On: Dec. 15, 2019 11:36am

Posted Sep. 27, 2019, set to expire Jan. 24, 2020

Job Title	Learning Specialist (4545U) 1773
Department	N/A
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 27, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Athletics and Recreation Services Educational Services Student Services
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Job Description

Job Title

Learning Specialist (4545U) #1773

Job ID

1773

Location

Main Campus-Berkeley

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About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance academic and artistic, political and cultural make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: October 9, 2019

Departmental Overview

The Athletic Study Center provides holistic student development, academic support, and academic advising services to the student athlete population at UC Berkeley.

The Learning Specialist position serves to support academic and personal development of student athletes. This position works closely with the Learning Specialist Coordinator, Academic Advisors, and other Learning Specialists to assess the academic and holistic needs of student athletes and to coordinate specialized programs and services that allow students to develop as independent, self-reliant learners. Other services may include developing individual study plans, recognizing and addressing academic and non-academic barriers to academic success, and counseling on other aspects that may affect student retention and academic success. These functions must be performed in a high-stress environment where consequences are both immediate and long-range and are highly visible both within and outside the institution. While the Learning Specialist does not report to Intercollegiate Athletics, they still work in close consultation and collaboration with coaches and other IA support staff, and require the incumbent to have the ability to adhere to and comply with NCAA, PAC-12, and University rules and regulations.

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Responsibilities

- * Serves as a learning specialist for a caseload of student athletes from various teams. Oversees and provides necessary academic support such as skill building, exam preparation, writing skills, etc. Some travel may be necessary to fulfill these duties.
- * Develops and monitors individual learning plans for student athletes assigned to their caseload. Monitoring includes: communication with graduate and undergraduate tutors, reviewing reports generated from the student athlete database, assessing students' progress at the end of each term, and making recommendations for future academic support.
- * Communicates with Academic Advisors to keep them informed and involved with the academic and degree progress of student-athletes on their assigned teams. In collaboration with advisor, reviews alternative academic options, dealing with scheduling conflicts, and similar issues. Assists advisors in preparing academic progress reports for coaches and Intercollegiate Athletics staff.
- * Other duties as assigned.

Required Qualifications

- * Knowledge of advising and counseling techniques.
- * Knowledge of learning theory and its practical application in competitive settings.
- * Knowledge of teaching and learning techniques and strategies.
- * Ability to design and execute individualized learning plans for students who need to develop academic skills (reading, research, writing and revision, note-taking, test-taking and preparation, study habits, time management).
- * Skills in judgment and decision-making, problem solving.
- * Abilities in problem identification, reasoning, ability to develop original idea to solve problems.
- * Strong written and verbal communication skills, including active listening.

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- * Ability to multi-task.
- * Knowledge of NCAA rules and regulations, particularly those related to academic support and integrity.
- * Must maintain current knowledge of applicable rules and standards of the Pacific-12 Conference, the National Collegiate Athletic Association (NCAA), as well as other associations and agencies to which the Berkeley campus of the University of California adheres, and, at all times avoid any and all violations of these rules and standards.

Education/Training:

- * Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- * Master's degree and/or equivalent experience/training.
- * Experience providing direct academic support for student athletes, preferably in a higher education setting.

Salary & Benefits

The annual salary range of the position is \$55,000 - \$65,000, commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1633710&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

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Other Information

This is a two year contract position, with option for extension.

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.

To Apply, visit:

[url=https://apptrkr.com/1633710]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

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

Please see the job description for contact details pertaining to this university job announcement.