

TRIO Learning Specialist (4556U), Disabled Students  
Program - 70178  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237758>

Downloaded On: Jun. 29, 2024 12:38pm

Posted Jun. 14, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	TRIO Learning Specialist (4556U), Disabled Students Program - 70178
<b>Department</b>	Disabled Students Program
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 14, 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>	Student Services
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**Job Description**

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**TRIO Learning Specialist (4556U), Disabled Students Program - 70178**

**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](http://grow.berkeley.edu).

### Departmental Overview

The Disabled Students Program (DSP) promotes an inclusive environment for students with disabilities. We equip disabled students with appropriate accommodations and services to achieve their individual academic goals. We are dedicated to supporting disabled students and collaborating with the campus community to remove barriers to educational access and embrace the University's values of equity and inclusion. We believe that an accessible environment universally benefits everyone. DSP also has responsibility for fiscally managing a Department of Education TRIO Student Support Services (SSS) federal grant.

Using knowledge and skills as a seasoned, experienced professional in the disabilities field, deals with a wide range of accommodation issues related to the specialty assigned. For complex issues consults with the organization expert of that disability within the disabled student's program. Decisions can impact University compliance and liability under federal and state disability laws and regulations.

Provides academic advising and coaching, disability management counseling, and case management

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services to program participants. Collaborates with the Learning Specialist and Financial Literacy Coordinator to recruit students to the TRIO Student Support Services (SSS). Processes applications and onboard new students. Produce a monthly newsletter for our Trio participants. Co-creates and implements academic support services for TRIO SSS. On own initiative raises to manager's attention, particularly contentious issues and incredibly complex situations. Offers direct and indirect support services to ensure the academic success, retention, and graduation of TRIO students as stipulated in the Disabled Students Program US Department of Education TRIO Student Support Services (SSS) grant. Understands that one's decisions can impact University compliance and liability under federal and state disability law and regulations.

### **Application Review Date**

The First Review Date for this job is: Thursday, June 27, 2024

### **Responsibilities**

- Provide student-centered, individualized coaching to program participants in executive skills functioning, time and workload management, organization, study skills, writing, effective communication, self-advocacy, and more.
- Assess the knowledge and needs of individual students and provide individualized support in necessary areas that reflect the diverse learning needs of program participants.
- Identify needs in the areas of academic success for program participants and develop group programming that addresses these needs.
- Provide referrals to other campus academic support services.
- Monitor and update student progress in Cal Central, AIM, Yellow Schedule, and BOA systems.
- Track student attendance and provide documentation of sessions.
- Monitor participant's academic progress and provide academic advising, disability management counseling, and other supplemental support services to DSP SSS students to ensure student academic success, retention, and graduation as stipulated in the US Department of Education Trio SSS grant.

### **Required Qualifications**

- Strong knowledge of the legal framework involving accommodations for students with disabilities through state and federal laws and regulations.
- Thorough knowledge of providing academic support services to college-level students.
- Thorough knowledge of assessment, accommodation, and intervention techniques involved in

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employee's specialty, for example, learning disorders, mobility disability, visual impairment, etc.

**Education/Training:**

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

**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 \$33.58 - \$34.48. This is a non-exempt, bi-weekly paid position.
- This is a 8 month, Limited (temporary), 60% (24 hours/week), part-time position.
- This position is eligible for UC benefits.
- This is an on-site position at University of California, Berkeley.

**How to Apply**

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



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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.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) 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)

### **Contact Information**

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

#### **Contact**

N/A

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