

Disability Specialist 3 (4556U), Disabled Students  
Program - 74266  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248582>

Downloaded On: Nov. 23, 2024 6:10pm

Posted Nov. 11, 2024, set to expire Mar. 8, 2025

<b>Job Title</b>	Disability Specialist 3 (4556U), Disabled Students Program - 74266
<b>Department</b>	Disabled Students' Program
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 11, 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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**Disability Specialist 3 (4556U), Disabled Students Program - 74266**

**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 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.

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 disabled students program. 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: November 21, 2024. This position will remain open until filled.

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## Responsibilities

### Caseload Management:

- Specializes in working with students with disabilities in an academic environment.
- Determines eligibility and accommodations required for individual students with disabilities with varying degrees of functional limitations.
- Consults closely with Supervisor regarding complex accommodation needs.
- Verifies documentation of students with disabilities provided by physicians or other appropriate professionals to determine eligibility for disability services.
- Conducts individual assessment to determine appropriate academic accommodations, auxiliary services, and supplemental support services to ensure academic success, retention, and graduation.
- Requires regular oversight and consultation with Lead Disability Specialist for accommodation decisions.
- Ensures timeliness of applicant review, eligibility determination, and review of requests for letters of accommodation and auxiliary services.
- Works as an interdisciplinary team member to ensure required accommodations are efficiently and effectively provided.

### Faculty Coordination and Communication:

- Communicates student accommodation needs to faculty.
- Coordinates and negotiates with faculty to ensure students receive accommodations in a timely and effective manner.
- Discusses basic course requirements and any concerns regarding the reasonableness of accommodations in specific settings.

### Outreach and Consultation:

- Conducts outreach and consultation to other campus entities regarding disability and disability access.
- Serves as a resource to faculty, staff, departments, and the campus community on disability issues.
- Develops working relationships with multiple campus departments.
- May be called upon to visit departments to share an overview of DSP resources.

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Referrals:

- Refers students to other supportive services such as the Career Center and CAPS.
- Coordinates referrals to ensure students receive additional needed support.

Ongoing Professional Development:

- Responsible for ongoing professional development.
- Participates in professional organizations related to disability support.

Other Duties:

- Completes other duties as assigned.

**Required Qualifications**

- Knowledge of the legal framework involving accommodations for students with disabilities through state and federal laws and regulations.
- Thorough knowledge of procedures for assessing and determining disability accommodation issues.
- Knowledge of assessment, accommodation, and intervention techniques for students with disabilities.
- Organizational and planning skills that can be generalized to caseload management.
- Some experience utilizing documentation to make evidence-based accommodations decisions.
- Excellent interpersonal skills required to work effectively with students with disabilities.
- Excellent oral and written communications skills needed to work with faculty and other campus entities regarding a student's accommodations and other academic needs.
- Advanced computer knowledge, proficiency, and skills.
- Must be able to function in both a Mac and PC environment and be comfortable working with various software programs and database systems.
- Ability to work independently and in a team environment.

Education/Training:

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- Advanced degree required in Special Education, Education, Rehabilitation Counseling, and/or combination of an advanced degree and related experience.

### Preferred Qualifications

- Experience working with college students with disabilities preferred.

### 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 \$72,600.00.00 - \$80,000.00. This is an exempt, monthly paid position.
- This is a two-year, Contract position that is eligible for full UC benefits.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### How to Apply

To apply, please submit your resume and cover letter.

### Conviction History Background



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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.

### **Other Information**

This is not a visa opportunity.

### **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/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](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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