

Graduate Student Disability Specialist 4 (4557U), Disabled
Students Program - 76013
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252635>

Downloaded On: Feb. 5, 2025 8:59am

Posted Feb. 4, 2025, set to expire Jun. 30, 2025

Job Title	Graduate Student Disability Specialist 4 (4557U), Disabled Students Program - 76013
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 4, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.



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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Disabled Students Program (DSP) provides a wide array of legally mandated services to students with disabilities and consists of approximately 38 FTE, serves over 5000 students, and hires over 400 service providers and student volunteers to provide educational support to this growing population.

Our mission: The Disabled Students' Program promotes an inclusive environment for students with disabilities. We equip students with appropriate accommodations and services to achieve their individual academic goals. We are dedicated to supporting 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.

The Graduate Student Disability Specialist works in an interdisciplinary team to provide coordination of academic services to students with disabilities.

Position Summary

Involves planning, developing, and implementing programs, processes, and activities for graduate students with disabilities in accordance with federal and state law, to assure their access to the academic and campus environment.

Application Review Date

The First Review Date for this job is: 02/14/2025.

Responsibilities

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Coordination of Graduate accommodations and caseload management:

- Specializes in working with graduate students with disabilities in an academic environment.
- Determines eligibility, complex accommodations, and intervention techniques required for students with disabilities.
- Verifies student disability documentation provided by physicians or other appropriate professionals to determine eligibility for disability services.
- Conducts individual assessment to determine appropriate academic accommodations, auxiliary services to ensure academic success, retention, and graduation.

Individual case management:

- Thoroughly documents individual assessments.
- Ensures timeliness of applicant review, eligibility determination, review of requests for letters of accommodations and auxiliary services.
- Provides ongoing consultation and coordination of services.
- Works as an interdisciplinary team member to ensure required accommodations are efficiently and effectively provided.

Consultation and Programming:

- Functions as a campus resource expert for graduate students with disabilities as related to educational access needs.
- Provides guidance and instruction to faculty and departments, regarding the effect of disability in academic environment, and recommends accommodations and adjustments to faculty.
- Serves as DSP liaison to graduate division, and departments in implementing creative solutions to graduate student's access needs.
- Serves as an experienced resource to faculty, staff, departments and campus community on disability access for graduate students with disabilities, including outreach and in-service training.
- Evaluates/introduces/implements new or latest techniques, methods, and practices for the most effective and efficient provision of services to graduate students with disabilities.
- Presents these practices to the wider professional community.

Responsible for ongoing professional development:

- Responsible for ongoing professional development and participation in professional organizations.

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- Other duties as assigned.

Required Qualifications

- Advanced knowledge of the legal framework involving accommodations for students with disabilities through state and federal laws and regulations.
- Advanced knowledge of procedures for assessing and determining disability accommodation issues, including the Disability Compliance Office procedures.
- Advanced knowledge of assessment, accommodation, and intervention techniques involved in employee's specialty, for example, learning disorders, mobility disability, visual impairment, etc.
- Skill to communicate with instructors and other organizational entities regarding a student's accommodations and other academic needs.
- Advanced 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 annual salary range that the University reasonably expects to pay for this position is \$80,400.00 - \$95,000.00.

- This is a 2-year, full-time (40 hours/week), Contract position that is eligible for full UC benefits.
- This is an exempt, monthly paid position.

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How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- 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.

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.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

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"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

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[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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

https://apptrkr.com/get_redirect.php?id=5973798&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).



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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

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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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