

Student Support Service Coordinator (4555U), Disabled  
Students Program - 76373  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253884>

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Posted Mar. 3, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Student Support Service Coordinator (4555U), Disabled Students Program - 76373
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 3, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Professional Staff
<b>Academic Field(s)</b>	Student Services
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**Job Description**

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**Student Support Service Coordinator (4555U), Disabled Students Program - 76373**

**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

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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.

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) is recognized for its commitment to ensuring that all students with disabilities have equal access to educational opportunities at UC Berkeley and helps students to achieve academic success through its programs. DSP provides a wide array of legally mandated services to students with disabilities and consists of approximately 50 FTE, serves over 6500 students, and hires over 400 service providers and student volunteers to provide educational support to this growing population. The unit has an annual operating budget of approximately \$3.5 million in state and permanent funding, while gifts and endowments add to that total. DSP is also responsible for administering a Department of Education TRIO Student Support Services federal grant. DSP is dedicated to excellence in service and we welcome interested persons who are committed to disability access to consider applying for employment with DSP.

## Position Summary

The DSP Scholars Student Support Service Coordinator job summary under the Director supervision, support DSP Scholars Students Support Services objectives through coordinating financial literacy, career, and personal/cultural enrichment activities and workshops, managing financial literacy program, managing media outlets, creating website design and branding for the program, data collection, entry, maintenance, analysis, and reporting activities while ensuring security of confidential information for the DSP Scholars Student Support Services Program.

Essential functions include coordinating DSP Scholars academic, social and cultural activities and

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workshops, managing financial literacy program, assisting with creating website design and branding for the program, collecting, organizing, entering, maintaining and verifying information within all DSP Scholars SSS specific database systems for the participants within the DSP Scholars Student Support Services Program. While maintaining confidential FERPA- program files on all participants, activities, and services provided. Also, assemble, and maintain systems for collection, aggregation, and reporting of data required for compliance with the U.S. Department of Education and other accountability processes. Assist with the Department of Education Annual Performance Report. Assist the Director in statistical reporting and report generation. Create necessary evaluative reports as needed.

### **Application Review Date**

The First Review Date for this job is: 03/13/2025.

### **Responsibilities**

#### Coordination of Student Services and Support

- Research student financial resources and literacy issues; develop curriculum and deliver the DSP Scholars financial literacy education content, products, and services; assess the financial literacy partners, products, and services to provide credible personal money management education to post-secondary students, administrators, staff and faculty and other audiences as required.
- Teach DSP Scholars about budgeting, saving, banking, credit, housing, and identity theft through conducting workshops and information sessions.
- Develops and implements strategies to support and foster financial literacy among students and staff.
- Develops partnerships with campus staff and the student finance team to promote financial literacy initiatives/programs and provide training workshops.
- Provide financial coaching for individuals to help them reach their financial goals. This may include helping students improve their credit score, develop assets, and learn how to use financial services.
- Coordinates and delivers Financial Education and coaching services to UC Berkeley DSP Scholars,
- Coordinates other DSP Scholars Program deliverables for Financial Education Activities.
- Seeks to integrate and promote other asset-building services to amplify the tracking and success of the Students and Families Economic Empowerment initiative at UC Berkeley.
- Participate in community development collaboratives, research and develop new programming, and assist in the rollout of new initiatives.

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Administration and Organization:

- Works with students' services staff and other members of the DSP Scholars staff to identify populations of students who are most at risk of not completing their educational goals (e.g., students who do not meet standards of progress) and designs and provides financial literacy activities to improve student retention.
- In collaboration with the Financial Aid Office, the California Department of Rehabilitation (DOR) develops communication and information strategies for the Financial Literacy Program for students.
- FLC helps students find appropriate referrals, both internally and externally and tracks those referrals in an Excel spreadsheet or other tracking management systems.
- Help build positive relations within the team and external parties, including collaborating with key campus stakeholders such as the Financial Aid and Scholarships Office, specifically Bears for Financial Success, Other Student Support Services (Transfer Classic SSS, and STEM).
- Provide a welcoming and safe environment for students and staff to succeed in the Scholars program.
- Support students, staff, and faculty by attending and participating in campus events.
- Maintain accurate record keeping of the student's counseling and coaching sessions and prepare reports about their activities.
- Ensures compliance with US Department of Education policies and grant guidelines.
- Prepares progress reports to document project activities. In collaboration with Financial Aid, tracks and measures student outcomes (e.g., assessment of financial literacy learning).
- Manages the DSP Scholars calendar of events and provides conference, event, and workshop support.
- Ensuring technology is used correctly for all operations, equipment is set up and in functional condition, and space and online platforms are coordinated when needed.
- Provide administrative support to the DSP Scholar Program and create necessary evaluative reports.
- Work with Learning Specialist and the Director to produce monthly newsletter and coordinate use of the Slottman Hall Unit One for program activities and operational hours.

Outreach and Recruitment

- Under the direction of the DSP Scholar Director and Learning Specialist, help recruit participants by participating in on-campus recruitment events, completing interviews, and creating student success plans.
- Manage TRIO social media accounts and platforms.

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- Create fliers/announcements, upload pictures, and ensure all program information stays current, relevant, and up to date.
- Work with the DSP Web development team to keep the DSP Scholars web pages current, accessible, and uniform.
- Become a resource for staff and students by familiarizing them with campus and community resources and broadly sharing them.
- Recruit students to participate in workshops and events and follow up to assess effectiveness and interest.

**Participation, Training, Other:**

- Participate in one-on-one meetings with supervisors, team meetings, and training, including weekly team meetings with staff, mid-semester and semester review team meetings, and training and professional development as applicable.
- Participate in ongoing Trio Priority training, DSP Scholars, People & Culture, and Information technology training.
- Participate in committees as assigned and other duties assigned.

**Required Qualifications**

- Bachelor's degree in related area and 2 years' experience in areas of either financial education, credit counseling, community development, employment counseling, business administration, volunteer management and/or project administration; or equivalent combination of education and experience.
- Advanced level of written and oral communication skills.
- Must be accurate and detail-oriented, with strong organizational and time management skills, with the ability to prioritize competing duties in a complex and fast-paced environment.
- Superior customer service skills.
- Ability to work independently, collaboratively and the ability to keep client's information confidential, work flexible hours (occasional evenings and weekends) as required.
- Excellent database management knowledge, report generation skills, and records maintenance skills.
- Experience in planning and organizing events.
- Skill in utilizing computer technology for communication, data gathering and reporting activities.
- Skill in interpreting and effectively communicating rules and regulations to a diverse audience, both one-on-one sessions and group presentations.

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- Skill in developing and presenting credible money management education to a diverse audience.
- Skill in communicating effectively through oral and written mediums.
- Ability to work with diverse academic, cultural and ethnic backgrounds of university college students and staff.
- Ability to prioritize multiple projects and work in an environment with regular interruptions.
- Ability to maintain confidentiality of sensitive data.
- Ability to evaluate and implement Department of Education recommendations and regulations.

**Preferred Qualifications**

- Proficiency in G-suite enterprise, Microsoft Office, desktop publishing, and internet research.
- Knowledge of financial literacy and counseling issues, and budgeting/debt reduction, problem-solving and intervention strategies.
- Knowledge and understanding of applicable federal rules and regulations.
- Understanding of the legal framework involving accommodations for students with disabilities through state and federal laws and regulations.
- Knowledge of procedures for assessing and determining disability accommodation issues, including the Disability Compliance Office procedures.

**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 hourly range that the University reasonably expects to pay for this position is \$29.31 - \$34.48.

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- This is a full-time, Career position that is eligible for full UC benefits.
- This is a non-exempt, bi-weekly paid position.

### How to Apply

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

### Other Information

- This is not a visa opportunity.

### 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=6042941&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6042941&targetURL=U.S. Equal Employment Opportunity Commission) poster.

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



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**To apply, visit**

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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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