

Learning Specialist (4545U), Athletic Study Center -  
79351  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258851>

Downloaded On: Jun. 30, 2025 11:10pm

Posted Jun. 30, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Learning Specialist (4545U), Athletic Study Center - 79351
<b>Department</b>	Athletic Study Center
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 30, 2025
<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>	Educational Services Counseling Services
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**Job Description**

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**Learning Specialist (4545U), Athletic Study Center - 79351**

**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.

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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 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](https://grow.berkeley.edu).

### **Departmental Overview**

The Athletic Study Center (ASC) promotes transformative academic development and we see academic success as a developmental process. Our support is tailored and individualized to meet the hopes, needs and goals of each student equitably. Our primary support services include academic advising, academic support and academic discovery.

The ASC, a unit within the Division of Undergraduate Education, provides advising and academic support services to approximately 900 student athletes in 27 sports at the University of California at Berkeley. We employ 17 full time employees and 60-80 part time employees (primarily tutors).

### **Position Summary**

The Learning Specialist position serves to support academic and personal development of student

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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, ACC, and University rules and regulations.

### **Application Review Date**

The First Review Date for this job is: 07/10/2025. This position is open until filled.

### **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.
- Develops and monitors individual learning plans for student athletes assigned to their caseload.
- Monitors student progress throughout each semester.
- Monitoring includes: communication with graduate and undergraduate tutors, reviewing reports, assessing progress both at mid semester and end of term and making recommendations for future academic support.
- Communicates with Academic Advisor to keep them informed and involved with the academic and degree progress of student athletes on their assigned teams.
- Assists advisors in preparing academic progress reports.
- Collaborates with advisors to address scheduling and other related issues and review academic options for their students.
- Determines barriers, distractions, and complications affecting a student's academic success, helps students recognize these key non-academic issues, and makes appropriate referrals for additional therapeutic counseling and/or assistance from other units.
- Works with Assistant Director to support various academic support programming such as tutor education, summer course facilitation and generating new projects.

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### Required Qualifications

- Thorough knowledge of advising and counseling techniques.
- Knowledge of multiple majors, colleges, and schools.
- 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 ideas to solve problems.
- 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 ACC, 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.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Master's degree highly preferred.

### Salary & Benefits

This is a full-time (40 hours/week), career appointment, eligible for UC benefits. This is a monthly paid, exempt position.

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,

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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 full salary range for this title code is \$61,200 - \$105,200. The budgeted salary that the department reasonably expects to pay this position is \$70,000 - \$83,000.

### **How to Apply**

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

### **Other Information**

- This is not a visa opportunity.
- This position is predominantly office-based, with occasional flexibility for 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.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state

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or federal law.

### **Misconduct Disclosure**

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.

"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:

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

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

**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)

### **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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