

Learning Specialist (4556C), Disabled Students Program -  
81250  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263277>

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Posted Oct. 1, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Learning Specialist (4556C), Disabled Students Program - 81250
<b>Department</b>	Disabled Students Program
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 1, 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>	Student Services Educational Services
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**Job Description**

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**Learning Specialist (4556C), Disabled Students Program - 81250**

**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) 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. We believe that an accessible environment universally benefits everyone. DSP also has responsibility for fiscally managing a Department of Education TRIO Student Support Services federal grant. The DSP Scholars Student Support Services (SSS) Learning Specialist works in a challenging and complex environment where DSP's services to students are legally mandated by federal and state law and therefore must be provided even as the student need for these services increases each year.

## Position Summary

This position involves planning, developing, and implementing programs, processes, and activities for DSP Scholars SSS students with disabilities in accordance with federal and state law, to assure their access to the academic and campus environment. The DSP Scholars SSS Learning Specialist works in an interdisciplinary team to provide coordination of Department of Education grant-required services to students with disabilities, providing direct services to 250 students and with an academic advising caseload of 125 DSP Scholars SSS students.

## Application Review Date

The First Review Date for this job is: 10/13/2025.

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## Responsibilities

One-on-one tutoring, coaching, and academic support to students who require assistance with study skills, time management, test preparation, and other academic challenges.

- Manage a caseload of 125 students and provide academic support to 250 students through virtual and in-person workshops and in group settings.
- Assist with the daily supervision, hiring, and training of six or more academic coaches and tutors.
- Under the direction of the DSP Scholar Director, recruit participants by participating in on-campus recruitment events, completing interviews, and creating student success plans.
- Work independently, collaboratively and the ability to keep client's information confidential, work flexible hours (occasional evenings and weekends) as required.

Collaborate with Disability Specialist and other student support services to design and implement strategies that support students with diverse learning styles and abilities, including those with learning disabilities, ADHD, mental health challenges or other academic challenges.

- Provides student learning and outcomes assessment evaluations for all contacts and DSP Scholar programming.

Organize and lead workshops on study skills, test-taking strategies, time management, reading comprehension, and writing skills for students in both group and individual formats.

- Design and develop new initiatives, leveraging evidence-based practices and creative problem-solving to meet the evolving needs of our diverse student populations.

Work closely with disability specialist, academic advisors, counselors, and other student services staff to identify students who may benefit from academic support and ensure appropriate referrals are made.

- Collaborate with faculty, staff, and other stakeholders as a thought partner to design and implement innovative strategies that enhance student learning and success.
- Help build positive relations within the team and external parties, including collaborating with key campus stakeholders such as the Residential Academic Centers, Academic Departments, Financial Aid and Scholarships Office, 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.

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- Maintain accurate record keeping of the student's counseling and coaching sessions and prepare reports about their activities.
- Work with Student Support Service Coordinator to produce monthly newsletter and coordinate use of the Slottman Hall Unit One for program activities and operational hours.

Promote and assist students in using assistive technology tools (e.g., text -to-speech software, screen readers, note-taking tools) to enhance their academic performance.

- Track and monitor students' academic progress, document tutoring sessions, and provide regular reports to Director and administration on student outcomes and support effectiveness.
- Provide administrative support to the DSP Scholar Program and create necessary evaluative reports.

Work with Student Support Service Coordinator to Create fliers/announcements, upload pictures, and ensure all program information stays current, relevant, and up to date.

- Work with the Director and the Student Support Service Coordinator to keep the DSP Scholars web pages current, accessible, and uniform.

Serve as a resource and advocate for students in navigating academic challenges and seeking the appropriate accommodations and support resources available at the university.

- Develop and implement strategies to actively engage students in their learning process, fostering a sense of community and belonging.
- Utilize a variety of approaches, including personalized support, interactive activities, and continuous feedback, to maintain student motivation and retention throughout their academic journey.
- Stay current with best practices in learning support, educational technology, and student success strategies.
- Attend relevant workshops, conferences, and training sessions to enhance your professional knowledge.

### **Required Qualifications**

- Strong knowledge of learning theories, educational psychology, and instructional strategies for a variety of learners.
- Familiarity with assistive technology and adaptive learning tools.
- Excellent communication, interpersonal, and problem-solving skills.
- Ability to work effectively with a variety of student population and collaborate across departments.

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- Compassionate and patient approach to working with students with varied academic needs and backgrounds.
- Strong ability to manage multiple tasks and prioritize student support activities.
- Ability to inspire and encourage students to reach their academic potential.
- Supervise Peer Academic Coaches/Tutors.
- Proficiency in using learning management systems and other educational software.
- Minimum two years of relevant experience in working with students with multiple disabilities.
- Prior professional experience with program development, implementation, assessment and reporting.
- Direct experience with coordination of academic support programming for students with disabilities.
- Experience as a learning specialist, providing academic support to students with learning differences.
- Direct experience and proven ability to provide programming, advisement, retention and outreach of low income, first generation, and students with disabilities.
- Demonstrated ability to recruit train and supervise student academic coaches.
- Demonstrated experience in and ability to meet multiple deadlines and work effectively in a fast-paced team environment with competing priorities.
- Knowledge of federal and state laws such as FERPA, HIPPA, ADA, and Section 504 of the Rehabilitation Act laws.
- Advanced computer proficiency and analytical skills, including Microsoft Office Suite, Google Drive, and enterprise systems and programs.
- Demonstrated ability to thrive in a unique, complex, academic, student-focused environment.
- Excellent interpersonal communication skills, including political acumen, and ability to build and maintain effective relationships at all levels within the University and with outside agencies as well.
- Demonstrated excellent oral and written communication skills to communicate student needs and campus responsibilities to faculty, staff, and students throughout the organization.
- Demonstrated cultural proficiency in connecting with and serving students from varying cultural backgrounds.
- Must function proficiently in both a Mac and PC environment.
- Advanced degree in related area and/or equivalent experience/training.

**Preferred Qualifications**

- Minimum two years of relevant experience in working with students with multiple disabilities preferably in a post-secondary education setting or equivalent.
- Direct experience with coordination of academic support programming for students with

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disabilities preferably in a post-secondary setting.

### 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 \$74,700.00 - \$82,560.00.

- This is an exempt monthly-paid position.

### How to Apply

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

### Other Information

This position will be governed by the terms and conditions in the agreement for the Student Services Advising Professionals, represented by the UAW.

- 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.

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**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.

"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](#)

### **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 or federal law.

**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

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applying for or inquiring about this job announcement.

**Contact**

N/A

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