

Graduate Student Disability Specialist 4 (4557C), Disabled
Students Program - 82780
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=269036>

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Posted Dec. 3, 2025, set to expire Jun. 30, 2026

Job Title	Graduate Student Disability Specialist 4 (4557C), Disabled Students Program - 82780
Department	Disabled Students Program
Institution	University of California, Berkeley Berkeley, California
Date Posted	Dec. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Educational 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

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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) provides a wide array of legally mandated services to students with disabilities and consists of approximately 41 FTE, serves over 5,600 students, and hires over 400 service providers and student volunteers to provide educational support to this growing population.

DSP's mission is to promote an inclusive environment for students with disabilities and to equip students with appropriate accommodations and services to pursue their individual academic goals. DSP is 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.

DSP is responsible for ensuring compliance with state, federal, and local regulations ensuring that disabled students are provided with equal access to participate in their academic programs.

Position Summary

The Graduate Student Disability Specialist position primarily focuses on determining and facilitating the provision of accommodations for a caseload of disabled students enrolled in graduate and professional programs at UC Berkeley. The Graduate Student Disability Specialist collaborates with other Graduate Student Disability Specialists and with the broader DSP Disability Specialist and Auxiliary Services teams and DSP staff and Management. In addition, the Graduate Disability Specialist works with staff, administrators, and faculty in the Graduate Division to ensure the equal access of disabled graduate and professional students to their academic programs.

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Application Review Date

The First Review Date for this job is: 12/15/2025.

Responsibilities

Coordination of Graduate accommodations and individual case management:

- Conducts intake appointments and follow-up meetings with graduate and professional students to determine accommodation eligibility and necessary auxiliary services referrals.
- Crafts nuanced accommodations when necessary for complex settings such as labs and fieldwork sites.
- Evaluates student self-reports and disability documentation provided by physicians or other appropriate professionals to determine students' eligibility for disability services.
- Works as an interdisciplinary team member to ensure required accommodations are efficiently and effectively provided.
- Engages in ongoing consultation and coordination with relevant service providers within and outside of DSP.

Caseload management:

- Thoroughly documents individual assessments.
- Ensures timeliness of response to communication and meeting requests from students, staff, and faculty.
- Communicates deadlines, policy changes, and relevant opportunities or concerns to all members of caseload in a timely manner.
- Ensures that information in all students' case files in AIM is up to date and accurate.

Consultation and Programming:

- Functions as a campus resource expert for graduate and professional students with disabilities as related to ensuring their equal educational access.
- Provides guidance and instruction to faculty and departments regarding the implementation of accommodations in the graduate and professional academic setting.
- Serves as a DSP liaison to the Graduate Division and assigned departments.
- Serves as an experienced resource to faculty, staff, departments, and campus community on disability access for graduate and professional students with disabilities, including outreach and in-service training.

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- Evaluates/introduces/implements new or latest techniques, methods, and practices for the most effective and efficient provision of services to graduate and professional students with disabilities.
- Presents these practices to the wider professional community.

Professional development:

- Responsible for engaging in ongoing professional development.
- 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 determining appropriate accommodations to ensure disabled students' legally-mandated equal access to their academic programs.
- Advanced knowledge of the academic expectations of graduate and professional academic programs and accommodations that may be appropriate in these settings to allow for disabled students' equal access without creating a fundamental alteration of a program's goals or standards.
- Excellent interpersonal and communication skills and the ability to work effectively and professionally with a broad range of students, faculty, staff, managers, and administrators.
- Advanced degree in related area and/or equivalent experience/training.

Preferred Qualifications

- At least three years of experience determining accommodations and engaging in fundamental alteration analysis specifically for graduate and/or professional students with disabilities.

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

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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 \$82,800.00 - \$95,000.00.

- 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. This position does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.

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.

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

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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

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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