

Learning Specialist (4545C), Undergraduate Education
Admin - 82786
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=269037>

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

Job Title	Learning Specialist (4545C), Undergraduate Education Admin - 82786
Department	Undergraduate Education
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)	Educational Services Counseling 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 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 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

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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: 12/15/2025.

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.

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.

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- Abilities in problem identification, reasoning, ability to develop original ideas to solve problems.
- Ability to multi-task.
- Must maintain current knowledge of applicable rules and standards of the Atlantic Coast Conference, 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 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 \$70,000.00 - \$85,500.00. The full salary range for this classification is \$63,000.00 - \$108,400.00.

- 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

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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 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](#)

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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

University of California, Berkeley

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