Job Description

**Job Title:**  Associate DSP Director (0317U) #18170

**Job ID:** 18170

**Location:** Main Campus-Berkeley

**Full/Part Time:** Full-Time

**Department**: Disabled Students Program

**Regular/Temporary:**  Regular

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**About Berkeley :**

The University of California, Berkeley, is one of the world’s most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley’s culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at http://jobs.berkeley.edu/why-berkeley.html.

**Application Review Date:**

The First Review Date for this job is: 07/14/2014

**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.

The Student Disability Manager leads and directs DSP’s Student Services unit which includes a team of specialists who work with faculty and students in the determination and implementation of disability-related academic accommodations for students with disabilities (learning disabilities, attention deficit disorder, psychological disabilities, visual disabilities, chronic disabilities, and physical disabilities). This position directs DSP’s U.S. Department of Education TRIO/Student Support Services (TRIO/SSS) grant, and serves as the Associate Director of the Disabled Students’ Program (DSP), supporting the DSP Director with broad policy, budget and program decisions. The Student Disability Manager serves on the department’s senior staff team and also serves as a senior staff member assisting leadership in the policy and programmatic coordination of the department.

**Responsibilities:**

Reporting to the Director of DSP, serves as Associate Director of DSP and a key member of DSP’s senior management team, advising and supporting the Director on new policy, budget and programs needed to meet current trends and challenges. As Associate Director of DSP, is in the vanguard of establishing positive working relationships with key academic related campus departments and resources in order to help facilitate their support of DSP’s students’ accommodations. This position directs the six Disability Specialists serving DSP’s 1,600 students with their disability academic accommodation decisions. This position directs the Disability Specialists’ workflow; trains and coaches the unit’s staff; oversees the quality of their accommodation decisions; and, designs and implements the unit’s operational policies. The Senior Disability Manager is responsible for communicating DSP’s mission and capabilities to campus academic departments, faculty and staff operations. In addition, the Senior Disability Manager’s primary role is to serve as the Director of DSP’s US Department of Education TRIO/Student Support Services federal grant, directing DSP staff with TRIO responsibilities in the pursuit and execution of these contractual duties. Also, serves as DSP’s lead content specialist on learning disorders (learning disabilities, ADHD, Autism Spectrum Disorders, and/or other neurological conditions). Adheres to the Association on Higher Education and Disability (AHEAD) Professional Standards and Code of Ethics.

(25%) Supervises six Disability Specialists and the delivery of services by these Specialists to students with learning disabilities, attention deficit disorder, psychological disabilities, medical disabilities, and physical disabilities. Provides professional guidance, technical advice, and direction to this professional staff, including the most complex and/or sensitive issues raised. Helps ensure that campus program practices, and procedures meet federal and university legal requirements. Ensures that the Disability Specialists are trained, understand, and adhere to the Association on Higher Education and Disability (AHEAD) professional standards and Code of Ethics.

(25%) Supervises Disability Specialists and other TRIO/SSS Project staff in the provision of required TRIO/SSS Project services to students with disabilities including, but not limited to, academic advising, disability management counseling, mentoring, and development of written marketing materials. Responsible for the coordination, implementation, and evaluation of TRIO/SSS Project services that require collaboration with other campus units such as tutoring, financial aid assistance, career and graduate school counseling, and at-risk intervention.

(15%) Responsible for all aspects of project implementation including establishing and meeting program goals and priorities, developing short-range and long-range strategic plans, and program evaluation.

(15%) Responsible for managing the TRIO/SSS Project’s budget; determines the resources needed to meet the goals and objectives of the project. Directs the production of needed TRIO grant reports, including the collection and submission of TRIO’s annual data counts; manages the TRIO grant, in compliance with all federal administrative reporting requirements including record keeping, reporting, and financial accountability; represents the grant both on campus and nationally; sets goals and objectives; coordinates grant with other campus units aligned with this TRIO grant; manages the TRIO grant budget; and ensures timely TRIO program evaluation assessments. Responsible for grant writing and for ongoing Project funding. Provides the leadership in the preparation of future TRIO renewal grant proposals.

(10%) As DSP’s Associate Director, serves as a member of the senior staff team facilitating the cooperation and coordination of all efforts, as well as helping to guide DSP’s future policy, program and budget development. In this role, supports teamwork and collaboration between various DSP operational units. Also, serves as a resource to faculty, staff, departments, and campus community on disability issues. Communicates student accommodation needs to faculty, including discussing basic course requirements. Provides in-service training. Serves as a member of various campus committees Including the Academic Accommodations Policy Board representing the needs of students with disabilities.

(10%) Serves as DSP’s lead content specialist on learning disorders (learning disabilities, ADHD, Autism Spectrum Disorders, and/or other neurological conditions). In this role, leads, trains and mentors DSP staff on service strategies and resources for serving these students in DSP programs. Teaches a class on this subject to DSP students.

**Required Qualifications:**

Advanced degree in Education, Special Education, or related field required (Ph.D. preferred).

**Expertise in Subject Matter:**

• Through knowledge of the legal framework involving academic accommodations for students with disabilities in higher education through state and federal laws and regulations.

• Thorough knowledge of procedures for resolving disability accommodation issues, including the Academic Compliance & Disability Standards Office procedures.

• Advanced knowledge of a disability field or fields at the post-secondary level.

• Advanced knowledge of and experience with service to students with learning disorders (learning disabilities, ADHD, Autism Spectrum Disorders, and/or other neurological conditions).

• Thorough knowledge of accommodation issues.

• Minimum three years of experience serving postsecondary students with disabilities.

• Project management and program evaluation skills.

• Record of successful grant writing.

• Excellent interpersonal and communication skills required to work effectively with students with disabilities, faculty and other University staff.

• Excellent oral and written communications skills needed to work with faculty and other campus entities regarding a student's accommodations and other academic needs.

**Leadership skills :**

• Excellent management and leadership skills; values collaborative solutions to complex problems.

• Demonstrated skills to effectively lead, motivate and influence staff at all levels.

• Demonstrated supervisory skills. Must be able to lead, develop, and coach staff members.

• Skills in monitoring/assessing people, processes, and services, to make improvements.

• Keen sense of organizational acumen: understanding the campus culture, processes, procedures and how decisions are made.

• Advanced experience in managing and analyzing complex organizations.

• Demonstrated skills in problem identification, sound judgment and transparent decision-making, critical thinking, and creative problem solving.

• Successful experience with teamwork and team building skills.

• Advanced meeting facilitation skills.

**Preferred Qualifications :**

Three or more years in TRIO Project management.

**Salary & Benefits:**

Hiring Salary: $74,000 - $94,000 (salary commensurate with knowledge and experience)

For information on the comprehensive benefits package offered by the University visit:

http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

**How to Apply:**

Please submit your cover letter (required) and resume as a single attachment when applying.

**Criminal Background Check:**

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

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**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, national origin, disability, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see:

http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct

If you’d like more information about your EEO rights as an applicant under the law, please see:

http://www1.eeoc.gov/employers/upload/eeoc\_self\_print\_poster.pdf