

Student Academic Specialist 2-Math/Stat Coordinator  
(4549U), Student Learning Ctr - 78153  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256710>

Downloaded On: May. 9, 2025 2:33pm

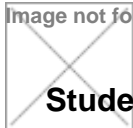
Posted May 7, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Student Academic Specialist 2-Math/Stat Coordinator (4549U), Student Learning Ctr - 78153
<b>Department</b>	Student Learning Center
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	May 7, 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>	Statistics & Actuarial Science Mathematics/Applied Mathematics
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6209078">https://apptrkr.com/6209078</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Student Academic Specialist 2-Math/Stat Coordinator (4549U), Student Learning Ctr - 78153**

**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

Student Academic Specialist 2-Math/Stat Coordinator  
(4549U), Student Learning Ctr - 78153  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256710>

Downloaded On: May. 9, 2025 2:33pm

Posted May 7, 2025, set to expire Jul. 1, 2025

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 Student Learning Center serves a global community of learners as they navigate the cultural expectations and academic rigor of UC Berkeley. Through service models that honor their diverse starting points and meet them where they are, we aim to empower all students to reach their full academic potential.

## Core Values

- Deliver service with integrity.
- Approach learning as a process, not a product.
- Create innovative pedagogy and practices that optimize student learning.
- Operate from a student-centered framework.
- Respect diverse ways of knowing and learning.

## Key Highlights

- Founded in 1973, serves as the primary academic support unit for UC Berkeley.
- Serves 12,000 undergraduates annually, approximately 30% of the undergraduate student population, in 12 academic and co-curricular programs.
- Employs 18 professional staff with disciplinary expertise, 300+ trained undergraduate tutors, and 20 graduate student instructors.
- Serves as the liaison between Berkeley administration and the DeCal program, a partnership that adds over 300 additional courses to the university's curriculum.

Student Academic Specialist 2-Math/Stat Coordinator  
(4549U), Student Learning Ctr - 78153  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256710>

Downloaded On: May. 9, 2025 2:33pm

Posted May 7, 2025, set to expire Jul. 1, 2025

- Manages the Summer Bridge Program.

## Position Summary

The Student Academic Specialist 2 (Math/Stat Coordinator) supports the delivery and operations of the SLC Math/Stat Program. This role is responsible for providing direct academic support services in mathematics and statistics while assisting with the daily coordination of program logistics. Working under the guidance of Program Directors, the incumbent applies professional knowledge to facilitate student learning, manage peer tutorial staff, and maintain alignment with campus curricula. The position plays a key role in ensuring students-particularly those navigating foundational and gateway courses-receive timely, effective, and student-centered support as they work toward academic and disciplinary success.

## Application Review Date

The First Review Date for this job is: 05/19/2025.

## Responsibilities

- Deliver established academic support services-including drop-in tutoring, exam review sessions, study groups, and adjunct sessions-to support student learning and success in lower- and upper-division Math and Statistics courses.
- Support the hiring, training, and ongoing supervision of peer tutors, including co- facilitation of training seminars, observation and feedback, and maintaining a positive, inclusive learning environment.
- Assist in daily program operations including student outreach, scheduling, usage tracking, website and system updates, and program communications.
- Stay current on UC Berkeley's Math and Statistics curriculum to ensure that services remain responsive to course content, pedagogy, and departmental shifts.
- Collaborate with faculty, SLC colleagues, and Program Directors to adapt academic support to evolving disciplinary demands and student learning needs.
- Provide mentorship and guidance to students, particularly those transitioning into Math/Stat majors, to help them build academic confidence and clarify academic and professional goals.
- Participate in Center-wide committees and initiatives, contributing to the shared mission, events, and administrative operations of the Student Learning Center.

Student Academic Specialist 2-Math/Stat Coordinator  
(4549U), Student Learning Ctr - 78153  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256710>

Downloaded On: May. 9, 2025 2:33pm

Posted May 7, 2025, set to expire Jul. 1, 2025

### Required Qualifications

- Understanding of the learning demands in STEM disciplines, particularly mathematics and statistics, within a research university setting.
- Familiarity with learning theory and academic development, including how motivation, mindset, and cultural background influence student learning.
- Knowledge of, or ability to quickly learn, UC Berkeley's Math and Statistics curriculum and align support services with course content.
- Ability to design and facilitate student-centered learning sessions, including drop-in tutoring, exam reviews, workshops, and study groups that align with course content and promote critical thinking and academic confidence.
- Ability to apply student-centered support strategies to help students engage with course material and build academic confidence.
- Strong communication and interpersonal skills, including the ability to explain concepts clearly and provide constructive feedback.
- Organizational skills and attention to detail, with the ability to manage multiple responsibilities and support daily program operations.
- Collaborative mindset, with the ability to contribute in team settings and take initiative when needed.
- Ability to communicate information in small and large group settings.
- Ability to multitask and collaborate with others.
- Proficiency with and/or can quickly learn digital platforms and tools, including Google Workspace, Excel, CalTime, CalCentral, bCourses, Zoom, Slack, and basic website or database systems used for student outreach and program tracking.
- 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.

Student Academic Specialist 2-Math/Stat Coordinator  
(4549U), Student Learning Ctr - 78153  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256710>

Downloaded On: May. 9, 2025 2:33pm

Posted May 7, 2025, set to expire Jul. 1, 2025

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 hourly range that the University reasonably expects to pay for this position is \$29.31 - \$42.39.

### How to Apply

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

### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% 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.

**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.

Student Academic Specialist 2-Math/Stat Coordinator  
(4549U), Student Learning Ctr - 78153  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256710>

Downloaded On: May. 9, 2025 2:33pm

Posted May 7, 2025, set to expire Jul. 1, 2025

"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**

[U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**Referral Source info**

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

**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

Student Academic Specialist 2-Math/Stat Coordinator  
(4549U), Student Learning Ctr - 78153  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256710>

Downloaded On: May. 9, 2025 2:33pm

Posted May 7, 2025, set to expire Jul. 1, 2025

applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

,