

**Position:** Assistant Director of Accessibility and Accommodations

**Department:** Student Affairs

**Reports to:** Dean of Students

**Job Summary:** Responsible for establishing a professional student centered office for accessibility and accommodations that addresses the needs of the College's disabled student population in a welcoming, supportive and effective fashion. Acts as the primary College administrator responsible for the day-to-day operations of all related programs and services. Provides ongoing education to the College community and consults with faculty and administration concerning campus accessibility and accommodations issues. Responsible for ensuring that the College is compliant with all applicable local, state, and federal rules, regulations and expectations. Provides updates as requested concerning current trends and recommends applicable programs, procedures and services that will best serve the College.

**Duties and responsibilities:**

- Manage the Accessibility and Accommodations office and ensure the effective delivery of services.
- Assist or consult with faculty, administrators and the College community concerning disability issues, student concerns and related matters.
- Meet with prospective students and parents to explain applicable College programs and services and assist incoming students to make a positive transition into the College community.
- Review and interpret disability documentation to determine reasonable and appropriate accommodations; issue appropriate accommodation documentation for students to use as necessary.
- Monitor the progress of all students registered with the Accessibility and Accommodations office and meet with students on a regular basis to ensure the effectiveness of services; provide support and assistance as necessary.
- Coordinate efforts to design and implement applicable comprehensive programs and services to support students, faculty and the College community.
- Review all applicable College policies and procedures, research best practices and recommend program enhancements that will facilitate the excellent delivery of services and meet expectations.
- Meet and confer with the College's Office of Information Technology, Academic Enhancement Center and other departments to ensure effective use of computer assisted technologies.
- In collaboration with other departments, develop workshops, training and information sessions for students, faculty and administrators concerning issues related to disabilities.
- Liaison with the College Community to ensure inclusion, collaboration and support for the College's disabled student population.
- Hire, train and supervise program assistants as note-takers, scribes, and readers, as necessary.
- Develop learning resources concerning disability Issues and maintain a current understanding of applicable trends, legal mandates and opportunities.
- Ensure ongoing evaluation and assessment of all applicable programs, services and outcomes.

- When appropriate, serve as a liaison to alumni and external organizations; respond to general inquiries concerning disabilities issues as necessary.
- Provide updates to the Dean of Students on a weekly basis concerning all applicable issues and concerns.
- Serve on College-wide committees to represent the Accessibility and Accommodations office; attend internal and external functions and events as required.
- Participate in specific weekend and evening events during the academic year, which include, but are not limited to, the College's open house, student placement and orientation events; special projects requiring night and weekend work may be required.
- Perform all other duties as assigned.

**Qualifications:**

- Master's Degree in Special Education, Higher Education Administration, Counseling, Social Work or other related fields.
- Three or more years of relevant experience.
- Knowledge of Section 504 of the Rehabilitation Act and the American with Disabilities Act.
- An understanding of best practices in a Higher Education environment regarding accessibility and accommodation services.
- Ability to manage sensitive and challenging issues and maintain confidentiality.
- Knowledge of developmental issues for college students, and their transition and retention in college.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Excellent time management and organization skills.
- Proficiency with MS Office to include Outlook, Word and Excel.
- Strong oral and written communication skills.
- Ability to work independently, collaboratively, and under supervision.

Interested applicants can apply by clicking [HERE](#)