

**Position:** Accommodations Coordinator and Proctor (Part-time)

**Department:** Office of Accessibility and Accommodations (Academic Affairs)

**Reports to:** Assistant Director of Accessibility and Accommodations

**Job Summary:** Responsible for the coordination of accommodations for the St. Francis College (the “College”) student population with disabilities, with a focus on accommodated testing. Responsibilities for testing include, but are not limited to, scheduling space and assignment of resources for testing, including computers, exam room preparation, and processing of exams through the Accommodate online portal. Additional responsibilities include assisting with the College’s general accommodations process, including, but not limited to, the recruitment of peer note-takers, the conversion of textbooks into accessible formats, and the proctoring of accommodated exams.

**Schedule:** Flexibility in part-time work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College’s academic year. The normal work schedule for this position will generally consist of approximately 15-20 hours per week; however, this position will generally not be scheduled to work during the months of June, July and August.

**Duties and Responsibilities:**

- Participates in the planning, scheduling and administration of exam accommodations for students with disabilities.
- Assists with the implementation of test security protocols; arranges for the return of all exams to faculty.
- Establishes and maintains test files, databases and records; prepares activity reports and analyses.
- Serves as office liaison with other campus offices and faculty members in regards to testing accommodations and operations.
- Recruits and trains test proctors, readers and scribes as needed.
- Serves as primary exam proctor.
- Assists with note-taking and alternative format requests at the beginning of each semester.
- Performs all other duties as assigned.

**Qualifications:**

- Bachelor’s degree required.
- 1-2 years of experience in an academic testing environment in a college or university setting is preferred.
- Previous experience working with students with disabilities is preferred.
- Strong analytical and computer skills, and the ability to handle multiple priorities and assignments, are required.
- Strong communication, interpersonal and customer service skills are required.
- Proficiency with MS Office to include Outlook, Word and Excel is required; experience with the Accommodate by Symplicity platform is a plus.
- Knowledge of scheduling programs.
- Ability to work independently, collaboratively, and under supervision.
- An appreciation for, and understanding of, working in an inclusive, engaging and diverse college.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

**About St. Francis College:**

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).