



Job Title	Accessibility Services Coordinator	Job Code	SD0111
Pay Plan	A&P	Pay Grade	16
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development & Enrollment Services	Union Code	0
		Subfamily	Accessibility Services

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Accessibility Services Professionals provide planning, developing, and implementing programs, processes, and activities for students with disabilities to promote access and success in the academic and campus environment.

Job Summary

Facilitates access to courses, programs, events, activities, and services for student with disabilities. Collaborates with university staff/faculty and administrators to develop best practices in promoting and inclusive educational experience for students with disabilities.

Representative Duties

1.

- Meets with students to discuss academic barriers, review documentation, and determine reasonable accommodations
- Coordinates access of accommodations for curricular and co-curricular activities for students with disabilities with staff/faculty
- Consults and informs faculty and staff of academic accommodation requirements
- Stays current on policy updates, current legislation and other relevant topics related to the disability field
- Collaborates with staff to determine best practices regarding accommodation determination as well as office policy implementation
- Coordinates scholarship by advertising, reviewing, approving, managing and filing of all required documents
- Determines student eligibility requirements as provided by the donors
- Collaborates with financial aid staff to determine and review student financial need for eligibility determination
- Conducts presentations and develops programs to provide educational opportunities for students/staff/faculty regarding disability related topics and issues
- Develops outreach student programming
- Develops and manages a student peer mentor team

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's Degree		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.