



Coordinator of Accessibility Services Job Posting

Job Summary:

Spalding University is recruiting for a Coordinator of Accessibility Services to enhance the student experience that provides strategic oversight for Accessibility Services. Duties associated with this position include a specific focus on the support and retention of students with disabilities and compliance with federal regulations. The Coordinator will ensure that students with disabilities have equal access to participate in, and benefit from, all curricular and co-curricular programs and services at Spalding University. Other responsibilities include, but are not limited to, assessing students' eligibility for accommodations, providing guidance to the campus community to ensure compliance with legal requirements for accessibility, communicating a clear set of policies and procedures that define the responsibilities of the University with regard to accessibility, and assisting with the evolution of the University's strategic priority to provide services to students with learning differences. The Coordinator constructs and manages the budget allocated to Accessibility Services and assesses the quality and effectiveness of its operations and outcomes.

Essential functions of the position include, but are not limited to:

- Evaluate and interpret disability documentation for eligibility determination. Implement reasonable accommodations consistent with current law, identify best practices within the field and maintain confidentiality of records.
- Meet individually with students to discuss current accommodations, assess need for reevaluation of accommodations, foster student self-advocacy, and improve student communication with instructors/staff throughout the student's academic enrollment.
- Coordinate services for students with temporary disabilities.
- Advocate on behalf of students with faculty and staff to ensure proper facilitation of academic, program, and housing accommodations.
- Coordinate accommodated testing, note taking program, alternative academic material formats and texts, assistive technology, etc.
- Meet with prospective students, current students, and family members to consult and review documentation, and discuss eligibility for accommodations.
- Serve as a liaison to the faculty and campus community on issues related to a range of disabilities, classroom and curriculum accommodations, and compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act, and Fair Housing Act.
- Maintain accessibility program materials, website, and other technology.
- Other duties as assigned.

Requirements:

For this position, we require a Master's degree in Higher Education Administration, Rehabilitation Counseling, Educational Psychology, Special Education, or related field. We prefer at least one year of full-time professional, related experience; knowledge of disability laws and implications for higher education, including Section 504 of the Rehabilitation Act, Americans with Disabilities Act, and Fair Housing Act; understanding the mission and values of an urban, liberal arts institution; experience creating and implementing student success programs and retention initiatives; excellent written and oral communication skills; strong interpersonal and public relations skills; and the ability to work evenings and weekends as needed to support student events.



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How to Apply:

Please electronically submit your resume along with a letter of interest to:

Yolanda Peterson

Human Resources Coordinator

ypeterson@spalding.edu

Review of applications will begin immediately and continue until the position is filled.

About Spalding University

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.