UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Student Life/Disability Services

DIVISION: Student Development

REPORTS TO: Dean of Students

GRADE: 13

SUPERVISES: Undergraduate and graduate students, student interns and volunteers and other University employees in ADA and 504 related job responsibilities.

BASIC FUNCTION:

Analyze, monitor and supervise the University’s provision of accessible programs, services and equipment; coordinate diverse campus services designed to assist disabled students; evaluate and coordinate accommodation requests; serve as a consultant for Human Resource Administration regarding faculty and staff issues; increase campus awareness of the needs of disabled students, faculty and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise University compliance with Section 504 and the Americans for Disabilities Act (ADA) and with other federal and state regulations concerning disabilities.

Serve as the University’s liaison with the Office of Higher Education, the Board of Governors, the Governor’s Office, state and federal agencies regarding 504 and ADA compliance.

Represent the University to the Office of Civil Rights for Section 504 and ADA compliance reviews.

Analyze status and assess need as the University’s project director for bond issues for disability access.

Develop supplemental funding sources for the expansion of supportive and educational services for students, faculty, and staff with disabilities.

Coordinate the provision of campus-wide services and equipment for individuals with disabilities (e.g., handivan, sign language interpreters, laboratory, and computer access, FM systems, etc).
Serve as consultant and resource to academic departments, residential life, facilities and operations, the office of public safety, and other community agencies regarding disability issues.

Negotiate and facilitate appropriate accommodations for students with disabilities.

Research and interpret state and federal regulations concerning disabilities and disseminate that information to appropriate University officials.

Budget and prioritize resource allocation for disability accommodation and accessibility.

Guide the University’s long-range planning regarding disability accommodation and accessibility.

Design programs and services which assist students with disabilities in the acquisition of skills for independent living and orientation to the University.

Recruit, train, and supervise graduate assistants, interns, paid and volunteer staff. Coordinate crisis intervention and emergency response for students with disabilities.

Discover and evaluate and acquire appropriate technological innovations for accommodations and accessibility.

OTHER DUTIES AND RESPONSIBILITIES:

Provide in-service training to faculty, staff, and students regarding compliance with Section 504, ADA, and other disability issues.

Provide consultation and leadership regarding disability issues to agencies within the region in consonance with the University’s mission of service to the community.

Assist in policy development for the Office of Student Life.

Represent the Office of Student Life on University, Division and other committees and at University events.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

Master’s degree in college student personnel and counseling or a related field required. Minimum of three years of professional experience working in higher education with disability issues required. Experience interpreting and applying Federal Regulation 504 and the Americans with Disabilities Act required; specifically, (1) demonstrated experience addressing the accommodation needs of employees pursuant to the Rehabilitation Act and the ADA, and (2) demonstrated experience providing training regarding ADA and Section 504 employment and student services compliance mandates. Experience addressing and resolving ADA and Section 504 complaints of discrimination preferred. Experience consulting and coordinating with the full range of university departments required. Knowledge of and experience with learning disabilities required. Knowledge of adaptive technology required. Basic computer skills required. Competence in sign language preferred. This position requires that the incumbent possess the ability to communicate effectively verbally and in writing, be able to organize, coordinate and supervise support staff, be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports, and make recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before small, medium and large groups of people.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.