UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Dean of Students, Accessibility and Inclusion and Director Disability Services

DIVISION: Student Affairs (Dean of Students)

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.

Create and maintain a database concerning students with disabilities, allowing statistical analyses regarding retention, changing service demand, and tracking of interventions with individual students.

Prepare policy documents and publications which inform the public, prospective students and parents, and serve to decrease institutional liability.

Assist the Director, Personnel Services, in negotiating appropriate accommodations between staff and faculty and their respective departments.

Work with secondary schools regarding learning disabilities issues and students’ transition to college.
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:

REQUIRED: Master’s degree in college student personnel, counseling or a related field; Minimum of three years of professional experience working in higher education with disability issues; Demonstrated experience interpreting and applying Federal Regulation 504 and the Americans with Disabilities Act; Demonstrated experience addressing the accommodation needs of employees pursuant to the Rehabilitation Act and the ADA; Demonstrated experience providing training regarding ADA and Section 504 employment and student services compliance mandates; Demonstrated experience consulting and coordinating with the full range of university departments; Demonstrated experience with learning disabilities; Demonstrated knowledge of adaptive technology; Demonstrated computer skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency with written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports, and make recommendations concerning the substance of those studies and reports; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience addressing and resolving ADA and Section 504 complaints of discrimination; and, Demonstrated experience with Sign Language.

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