

Class Code:.....0448A

Position #: (PSA).....  
Developed by:.....PR  
Reviewed by:.....SG  
Approved by:.....LK  
Date: 6/94;5/02;9/05;10/06  
5/09;3/11;5/13;3/14;3/16

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Coordinator, Disability Services for Students  
**DIVISION:** Student Affairs  
**REPORTS TO:** Director, Disability Services for Students  
**GRADE:** 11  
**SUPERVISES:** Undergraduate and graduate students, student interns and volunteers

**BASIC FUNCTION:**

Collaboratively coordinate and deliver university accessibility services and support for students with disabilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Establish and supervise delivery and database documentation of essential services to students with disabilities, including reasonable accommodations to support equal opportunity in URI academic and co-curricular programs and services.

Assess, verify and facilitate student requests for services.

Conduct learning support services for students with learning disabilities, attention deficit/hyperactivity disorders, mental health disabilities, autism spectrum disorders and other documented conditions.

Hire, train, and supervise student employees as needed.

Advise individual students and student groups concerning disability civil rights, services, and self advocacy.

Assist students with disabilities in problem solving.

Coordinate the research and acquisition of adaptive equipment and software; train students in the use of such equipment and software, as needed.

Assist and advise the Asst. Dean/Director in guiding University departments regarding accessibility options in courses, programs, and services.

Assist and advise University departments in providing services to students with disabilities.

Appropriately refer faculty and staff regarding disability-related options.

**OTHER DUTIES AND RESPONSIBILITIES:**

Advise Disability Services personnel in current best practices.

Represent the office on committees and at University events.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software; telecommunications device for the deaf.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:** Master's degree in psychology, counseling/social work, college student personnel, communicative disorders, adult education or other human science field; at least three years of experience working with students with disabilities (experience may include graduate assistantship); two years of administrative or instructional experience working with college students in a higher education setting (experience may include graduate assistantship); demonstrated evidence of commitment to student success and self-advocacy; demonstrated experience with issues of disability and ADA/AA accommodations; demonstrated working knowledge of Federal Regulations 504, Americans with Disabilities Act Amendment Act, and FERPA; demonstrated specific experience working with adults presenting with social/emotional needs; demonstrated ability to consult in learning accessibility options; demonstrated strong interpersonal skills; demonstrated ability to work with diverse groups; demonstrated ability to contribute to team cohesiveness; demonstrated ability to communicate effectively verbally and in writing; and demonstrated ability to train and supervise support staff in the use of adaptive equipment and software.

**Preferred:** Demonstrated working knowledge of college assistive technologies; Demonstrated specific experience with Autism Spectrum Disorder;

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