

Class Code:.....0448A
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Developed by:.....PR
Reviewed by:.....SG
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

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

BASIC FUNCTION:

Coordinate and deliver (with some supervision) campus services for students with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Establish and supervise delivery and database documentation of essential services to students with disabilities, including sign language interpreters, note taking, transportation, readers, lab and library assistants, adaptive equipment, housing and classrooms.

Assess and facilitate student requests for services.

Conduct learning support services for students with learning disabilities, attention deficit/hyperactivity disorder, and Asperger Syndrome.

Hire, train, and supervise student employees.

Advise individual students and student groups concerning disability rights, services, and independent living.

Assist students with disabilities in problem solving.

Coordinate (with minimum supervision) the research and acquisition of adaptive equipment and software; train students in the use of such equipment and software.

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

Assist faculty and staff with disability needs.

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 counseling, psychology, college student personnel, or related fields; at least three years of experience working with students with disabilities (experience may include graduate assistantship); two years of administrative or instructional experience in a higher education setting (experience may include graduate assistantship); evidence of commitment to student success and self-advocacy; demonstrated experience with issues of disability and ADA accommodations; working knowledge of Federal Regulations 504 and Americans with Disabilities Amendment Act; working knowledge of college assistive technologies; strong interpersonal skills; demonstrated ability to contribute to team cohesiveness; ability to communicate effectively verbally and in writing; and demonstrated ability to supervise support staff.

Preferred: Specific experience with Asperger Syndrome and/or learning disability; two years' experience working with college students in an administrative or instructional capacity (experience may include graduate assistantship).

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