

Please Note: If you are applying for more than one position, please submit a separate, complete application



Posting Date: November 29, 2021

INTENT TO EMPLOY

Position: Accommodations Coordinator

Minimum Qualifications:

1. Bachelor's degree **required**. Master's degree strongly **preferred**.
2. A minimum of two (2) years of full-time related ADA work experience is required, preferably in higher education.
3. Banner experience **preferred**.

Primary Purpose: The Accommodations Coordinator will work closely with the Director to oversee the department's student support services, including, but not limited to ADA alternative testing, notetaking services, coordinating ASL interpreters and/or Cart professionals, exam proctoring, and managing all facets of assistive technology. The employee will be responsible for assessing and ordering books and materials in accessible alternate formats, managing assistive technology/equipment and training students for its use. The employee will work independently with faculty, staff, and /or students to resolve accommodation-related implementation issues including, but not limited to mediating and problem-solving with faculty/staff and students regarding accommodations; assessing and referring at-risk students to the appropriate mental health supports; tracking and maintaining records and providing summary with recommendations at the end of each academic year. The employee will work with students, faculty, and staff to ensure that appropriate ADA Accommodations Office policies, procedures, and processes are upheld; and overseeing and managing the office in the absence of the Director. The employee will:

Job Functions:

1. Assist the Director in evaluating student eligibility for disability assistance based on appropriate documentation and provides recommendations and accommodations to support student access in a timely manner. Assists in determining appropriate and reasonable accommodations and services based on student need and current disability law. Collaborates with faculty and staff to implement appropriate accommodations and services.
2. Track intake and review of documentation. Maintains accurate student case database, including meeting notes and student-related contacts. Reports quantitative and qualitative data for internal assessment.
3. Manage assistive technology/accessible equipment making recommendations for replacement. Introduces and trains students in adaptive technologies to strengthen their access. Serves as a liaison with IT to help ensure students are provided with appropriate accessible technology in a timely fashion, keeps all relevant electronic materials and forms up to date, including serving as the liaison with IT on replacing and installing ADA equipment and software in computer labs.
4. Assist the Director with all aspects of accessibility services operations such as hiring, training, and supervising note-takers, exam proctors, student workers, and American Sign Language interpreters and/or CART professionals.
5. Respond appropriately in sensitive situations maintaining confidentiality while working with a diverse population. Makes appropriate referrals for at-risk students to receive mental health services.
6. Provide outreach and targeted support to first-year students with disabilities as they transition to college. Advises students in the areas of academic skill development and learning differences.
7. Manage walk-ins and advises students and families about the ADA Accommodation Office's policies and procedures and connects them with all appropriate constituencies on campus.
8. Participate in a variety of multi-faceted administrative functions involving the office. Order's equipment/supplies, creates requisitions, and check requests to support necessary services in the functioning of the office.
9. Assume additional responsibilities as requested in Enrollment Services.
10. Perform other duties as assigned.

Salary: \$45,000.00 to \$55,000.00 based on ACCS Board of Trustees Salary Schedule C-3, education and experience.

Application Deadline: 4:30 p.m., **December 13, 2021**

Application Procedure: A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date, and from an accredited Institution**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. **Remember that the work experience verification completion is your responsibility.** Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7899 or 856-8598
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. **Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.**

EQUAL OPPORTUNITY EMPLOYER