

POSITION DESCRIPTION

Disability Services



Access Coordinator (Student Development Specialist II)

ABOUT THE UNIVERSITY AND DEPARTMENT

Texas A&M University is a land-grant, sea-grant, and space-grant institution located in College Station, Texas. The university is centrally located, approximately equidistant from three of the ten largest cities in the United States (Houston, Dallas, and San Antonio) and the state capital (Austin). The university's enrollment is more than 50,000 students studying for degrees in twelve academic colleges including the Health Science Center and School of Law.

The Department of Disability Services is one of seventeen departments in the Division of Student Affairs. Disability Services promotes an inclusive environment at Texas A&M University by facilitating appropriate accommodations for students with disabilities, and educating the campus community. Disability Services offers accommodations counseling, evaluation referral, disability-related information, adaptive technology services, sign language interpreting and transcription services for academically related purposes.

BRIEF POSITION OVERVIEW

Serves as one of eight professional staff members who work with a variety of students with disabilities to provide and facilitate academic accommodations. General office conditions with the majority of time spent in contact with students. Attends meetings and conferences concerning students and with student groups at times beyond usual working hours. Requires ability to multi task and work cooperatively with others.

RESPONSIBILITIES

- Provide on-going service and management of a caseload of students with disabilities.
- Identify students with disabilities eligible for services (review disability related information, conduct initial meetings).
- Assist as needed with exam accommodations and other assigned projects.
- Consult with campus units and departments regarding accessibility issues and laws.
- Serve on University, Division and Departmental committees and task forces.
- Keep updated on research and issues related to students with disabilities in higher education.
- Evening work and/or travel may be required.
- Other duties as assigned.

QUALIFICATIONS

Education: Bachelor's degree required. Masters degree in student affairs, counseling or related field preferred.

Experience: One or more years of full-time experience in student affairs work or related specialty with a Bachelor's degree. No full-time experience required with a Master's degree.

Special Knowledge: Preferred knowledge of disability law as it applies to higher education, knowledge of educational technology. Knowledge and/or experience working with students with Learning Disabilities.

Salary: \$33,000 to \$38,000

TO APPLY

All applicants must complete the official university online application at <http://jobpath.tamu.edu>.

- See posting number #: **S01098FY15**
- It is also strongly recommended that all applicants attach/upload a current resume and cover letter as part of the online application.

Deadline: Review of applications will begin immediately and will continue until position is filled. Preference will be given to applicants who submit an application by **July 21st**.

All correspondence and questions related to the positions and search should be directed to:

Maria Ortega, Assistant Director and Search Committee Chair
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Texas A&M University has a strong institutional commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people including women, members of ethnic minorities and individuals with disabilities.