Job Classification: Student Services Coordinator II
Working Title: Access Support Coordinator
Position: 00005692
Job Code: 4631
FTE: 70%
GGS: 9
Hourly Wage: $19.47 – $20.00 per hour

Hiring Department: University of Missouri Disability Center

Basic Functions and Responsibilities:

The Access Support Coordinator works in the Disability Center and has primary responsibility for providing ongoing follow-up and support for students with disabilities. The Access Support Coordinator will meet one-on-one with students to discuss strategies for managing transition, coping with stress, and improving self-advocacy and communication skills; provide expertise and technical assistance to students, faculty, and other University personnel on disability/accommodation/access issues and concerns; and, assist in the development and implementation of various outreach programs. The Access Support Coordinator will serve as a contact for campus faculty and staff, to provide general information regarding the institution’s rights and responsibilities under the ADA/Section 504 and to discuss student needs, both general and specific. The Access Support Coordinator may perform a variety of other duties as assigned in support of the mission of the office.

Specific Responsibilities:

- Provide ongoing follow-up and support of accommodations both in and out of the academic environment
- Maintain confidential student files, records and correspondence
- Consult with faculty and staff to promote and facilitate best practices in implementing students’ disability related accommodations and academic adjustments, both in general and in response to specific situations
- Assist the Interim Director in planning and conducting programs to educate the University community on disability related issues and the services provided by the office
- Collaborate with other University resources to create and implement outreach, educational/awareness programs, and networking activities on campus and in the wider community
- Assist in compilation of annual reports
- Represent the office at relevant University and non-university sponsored events, and various new student orientation programs
- Maintain current knowledge of best practices, legal mandates and ongoing research and developments in the area of disability access and inclusion in higher education.

Supervision Received:

Reports to the Interim Director.
Salary:

Salary Range: $19.47 - $20.00 per hour
Global Grade: 9
University Title: Student Services Coordinator II

Work Hours (expected):

29 hours per week, Monday through Friday, occasional evenings, position will start spring semester

The position start date is February 11, 2019 (may be slightly negotiable).

Minimum Qualifications:

A Bachelor's degree or an equivalent combination of education and experience and at least 2 years of experience from which comparable knowledge and skills can be acquired is necessary

Preferred Qualifications:

At least two (2) years’ experience working with individuals with disabilities, particularly with students in higher education settings; working knowledge of ADAAA, 504, FERPA, and other relevant laws, as well as of best practices with respect to disability services in higher education. Demonstrated flexibility and proven interpersonal experience working in a professional environment, with experience interacting with faculty, medical professionals and with diverse student populations; excellent written and verbal communication skills; experience with case management; working knowledge of assistive technology and universal design principles; and, demonstrated strong computer and analytical skills.

Also: a proven ability to effectively deal with complex and varying tasks; excellent interpersonal skills and tact; strong problem solving skills and ability to exercise sound judgment within areas of responsibility; demonstrated strong organizational skills; ability to work under pressure and with constant interruptions; must be able to maintain strict confidentiality; ability to prioritize workload based on demands of students and the academic schedule; ability to work effectively in a student centered environment; demonstrated ability to work both independently and as part of an interdisciplinary team.

Application Materials: Cover letter and resume