

Temporary Academic Accommodations Coordinator

POSITION OVERVIEW

This temporary, part-time position supports the Center for Student Success by ensuring that Academy students with disabilities are provided with appropriate accommodations for learning.

Judgment and initiative are routinely exercised, and excellent professional verbal and written communication skills, outstanding internal and external customer service, discretion, and confidentiality are required.

DUTIES INCLUDE:

- Determines eligibility and facilitates accommodations for students with disabilities by conducting in-person and virtual intake interviews with students, reviewing documentation, consulting with professionals, and communicating with faculty.
- Provides ongoing case management and support to students with accommodations.
- Maintains files, statistics, data, and confidential materials in accordance with Center procedures and state and local laws.
- Responds to faculty and administrative requests for accommodation-related information and advice.
- Consults with students regarding academic study, planning, note taking, reading, self-advocacy, and test-taking strategies.
- Partners with colleagues in the Information Technology department to arrange assistive and adaptive software and hardware solutions for students with disabilities.
- Assists with procurement and/or production of alternative text materials as needed.
- Partners with colleagues in Dining Services (to arrange dietary accommodations) and Residential Life (regarding requests for housing-related accommodations).

SKILLS

- Strong interpersonal, verbal, and written communication skills.
- Ability to work professionally with students, faculty, staff, and college administration, and to maintain strict confidentiality of information.
- Professional, positive, and approachable attitude.
- Ability to work both independently and as part of a team.

REQUIREMENTS

- Bachelor's degree required; graduate degree or coursework in a related field strongly preferred.
- Prior experience providing support or assistance with academic accommodations or similar services strongly preferred.
- Understanding of ADA requirements related to academic accommodations in higher education required.
- Strong computer skills, including experience using a Windows-based operating system and standard office software, including Word, Excel, and Teams, and ability to successfully use education-related software, such as Canvas and Dropout Detective.

PHYSICAL/ENVIRONMENTAL FACTORS

- Frequent use of keyboard and computer screen.
- Work will typically take place in the Buoy House and may require climbing stairs.
- Occasional meetings using videoconferencing tools (MS Teams, Zoom, etc.).