SHORTER COLLEGE JOB POSTING

Company: Shorter College
Job Title: Disability Coordinator
Department: Student Services
Status: Exempt
Start Date: Upon completion of Drug Test and Background Checks
Location: North Little Rock, AR
Salary Expectations: Commensurate with Experience and Education
Work Schedule: 40 hours a week

SUMMARY AND ESSENTIAL DUTIES: The Disability Coordinator provides equitable access to learning. Advocates with, and for students while engaging the campus community to cultivate a climate of inclusion and promoting the creation of a socially just educational system in which diversity of experience, identities, and needs are valued and supported. Creates an environment that continually empowers individuals to achieve their goals. The overall purpose of this position is to assist in providing quality services and to act as a resource to the campus community to ensure equitable access to all college programs and activities for students with disabilities. More specifically, the Disability Coordinator assists with planning and coordination of accommodations for the Office for Students with Disabilities, coordinates alternative format accommodations (testing, note taking, and assistive technology accommodations), promotes services to the campus and community, provides ongoing training, and enforces the college's compliance with the ADA. This position provides advising and support to faculty and staff as it relates to provisions of accommodations for students with disabilities in classes and programs.

EDUCATION and EXPERIENCE:
Required Qualifications

- Minimum of a Master's degree in related field such as Rehabilitation Counseling, Special Education, Disability Studies, Higher Education, C, or Psychology, is preferred
- Commitment to working with and fostering an inclusive environment with a diverse population of individuals
- Experience advising, case management, counseling, and/or programming in higher education or comparable setting
- Functional knowledge of assistive technology tools
- Interpersonal skills sufficient to build and sustain relationships with governing agencies, students with disabilities, and colleagues/professionals at all levels of the community
- Organizational, prioritization, and written and verbal communication skills sufficient to provide quality service and accommodations in a timely manner

Preferred Qualifications

- Demonstrated experience developing, implementing and assessing services for individuals with documented disabilities
- Experience providing accommodations in a higher education setting
- Knowledge of college and community resources available to students with disabilities
- Experience working with federal laws regarding post-secondary education and disabilities, including ADA and Section 504 of the Rehabilitation Act

LANGUAGE SKILLS: Must have effective communication skills with a proven ability to foster collaborative efforts within a diverse community. Able to use technology to communicate, manage and analyze data.

REASONING ABILITY: Ability to effectively present information and address questions from a campus community.

CERTIFICATES, LICENSES, REGISTRATIONS: Not Applicable

WORK ENVIRONMENT: While performing the duties of this job, the employee will work in an office environment. Flexible/Adaptable to constant change.

PHYSICAL DEMANDS: Not Applicable

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 Locust Street, North Little Rock AR, 72214