



DATE ISSUED: 03/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Disability Services for Students

JOB SUMMARY

Performs responsible work in advocacy for students with disabilities. This position provides the programs and services necessary to meet the academic, cultural, and personal needs of students with disabilities. Work involves implementation of DSS policies and procedures in conjunction with institutional goals in order to provide effective programming. It is of critical importance that this position acts as the first line of contact with students, the university community, and general public. Work is performed under the supervision of the Assistant Director of Disability Services for Students and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Disability Services for Students

Supervises: Graduate Assistants, Interpreters, Transcriptionists, Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Maintains working knowledge of federal and state legislation which impacts individuals with disabilities in a higher education setting (i.e. the Americans with Disabilities Act as amended, Section 504 of the Rehabilitation Act, etc.).
- Provides individual assistance to students (including collaboration with other university departments) that ensures equal access to University programs and services.
- Keeps director/assistant director informed regarding problems, progress and matters affecting any accommodations for university programs and classrooms.
- Responds to requests for general information from enrolled students, and provides program information for prospective students, family members, counselors, etc.
- Responsible for the establishment & maintenance of confidential case files, intake appointments, referral resources.

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- Makes referrals to appropriate campus services and coordinates with community/state agencies that provide services.
- Engages in activities to promote disability awareness.
- Assists the director/assistant director in the coordination of on-call/agency interpreting service through the establishment/monitoring of semester interpreting schedules.

ADDITIONAL DUTIES

- Represents the university at area high school transition fairs and recruiting events.
- Performs other duties as requested.

EDUCATION

Master's degree required in Counseling (general or rehabilitation), Disability Studies or related field.

EXPERIENCE

Two years in disability-related services, preferably in an office providing disability support services at a post-secondary institution. Certified Rehabilitation Counselor required.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of the social model of disability culture.
- Knowledge of the Americans with Disabilities Act and the Rehabilitation Act.
- Ability to create and maintain a schedule for multiple people and events.
- Ability to accommodate varying assignment schedules.
- Ability to work with a diverse population.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

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- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate and have strong interpersonal and conflict resolution skills.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____

Date: _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.