

Exempt Position Description

<u>Position Title:</u>	Student Accessibility Coordinator	<u>Date:</u>	June 2024
<u>Department:</u>	Instructional Services	<u>Status:</u>	Full Time/12 months
<u>Reports To:</u>	Director – Instructional Services		

Alverno College is seeking experienced applicants for a 12-month, full-time, on-campus Student Accessibility Coordinator in its Instructional Services offices beginning in Summer 2024. The Student Accessibility Coordinator uses familiarity with ADA and Title IX law to develop and manage educational accommodations for students across levels and disciplines, as well as to guide Alverno faculty and staff in providing and protecting students’ rights to accommodations. Our Student Accessibility Coordinator helps to maintain the equitable learning environment that is central to the Alverno mission.

Founded in 1887 and located in Milwaukee, Wisconsin, Alverno College is a four-year Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for all gender identities. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin’s first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

Instructional Services is an academic staff department whose mission is to help Alverno students to achieve their educational goals. The department hires, trains, and supports the student tutors who staff the Communication Resource Center, the Daniel M. Soref Science & Mathematics Resource Center, and course-based study groups; houses support services and accommodations for students with disabilities and multilingual backgrounds; and teaches classes in quantitative literacy, communication, and multilingual learning to provide a foundation for success in the curriculum. Instructional Services works closely with faculty across the disciplines and with other staff departments to identify patterns of struggle and success in student academic experience and to deliver programming to improve student success across the curriculum.

Enrollment in Alverno College’s health, disability, and retirement plans is available to full-time employees and eligible dependents. Tuition, vacation, and sick day benefits are available for employees and qualified dependents after service requirements are fulfilled.

<u>Primary Function:</u>	The Student Accessibility Coordinator supports students by determining, communicating, and managing appropriate accommodations for students with documented disabilities, whether those disabilities are short-term or long-term. This requires comprehensive knowledge of ADA disability law, an understanding of pregnant and parenting accommodations required by Title IX, and an ability to protect students’ confidential information.
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Principal Responsibilities:

1. Coordinate support services and accommodations for students with disabilities
 - a. Research, develop, and share instructional techniques and strategies with faculty and students, keep current on assistive technology, and maintain and update information for applicants and students regarding policies and procedures on the Student Accessibility internet and intranet pages
 - b. Review documentation of disability and meet with incoming students with disabilities to assess needs
 - c. Coordinate services, as needed, for continuing and newly referred students (e.g., classroom and assessment accommodations, tutoring, advocacy, disability specific information, assistive technology, and self-advocacy, etc.)
 - d. Produce disability-related accommodation memos and distribute to the college personnel with whom students request they be shared
 - e. Arrange alternative text for eligible students in collaboration with other department staff and maintain text database/library
 - f. Train students to use and troubleshoot assistive and supportive technology
 - g. Provide resources and training to faculty, staff, Instructional Services personnel, and student workers as needed on disability issues and Universal Design for Instruction
 - h. Act as liaison to Admissions and Advising Offices, Student Affairs, Residential Life, and other departments to create and revise policies and practices related to students with disabilities
 - i. Maintain student and program records through individual files and electronic databases
 - j. Develop and teach learning strategies workshops as needed
 - k. Develop program evaluation components
 - l. Respond to Title IX-related pregnancy and parenting accommodations requests and consult with faculty, Advising, the Registrar, and the Title IX Coordinators as appropriate to provide and track accommodations requests

2. Work one-on-one with assigned students
 - a. Maintain regular on-campus presence to be available to students in person and online
 - b. Work one-on-one with students from department referrals with advisor- or faculty-identified needs at the undergraduate and graduate levels, including test anxiety, time management, and memory/study skills
 - c. Assess student performance; diagnose obstacles to individual student learning; prepare individual learning plans; assess progress; provide feedback; maintain session notes; communicate with faculty and advisors as needed
 - d. Refer students to other instructors who may best meet the student's individual learning needs

3. Perform administrative and college-responsible functions
 - a. Monitor Alverno's compliance with ADA and Title IX law regarding our work with students
 - b. Attend appropriate department and committee meetings within Instructional Services and the College
 - c. Participate in college Institute sessions and faculty training series
 - d. Recommend material and book purchases to support student learning

- e. Together with Instructional Services colleagues, assess, review, and provide feedback for Instructional Services student employees
 - f. Provide training for student academic assistants as needed
 - g. Assess, review, and provide feedback as part of formal colleague peer review
4. Keep current with field-related literature; attend and present at professional conferences, as appropriate
 5. Perform other tasks as necessary to achieve the College mission

Qualifications

Required Experience

- Master's degree in Higher Education Administration, Psychology, Counseling, Social Work, Vocational Rehabilitation, Disabilities Studies, Developmental Education, or related field
- Minimum of three years of experience in higher education, preferably in disabilities services
- Knowledge of Title IX, Clery, FERPA, ADA law and other Department of Education, regulatory, and accreditation requirements that relate to providing accessibility to students
- Proficient in Microsoft Office and Google Suites
- Comfortable with database use
- Able to work with and maintain confidential information according to Title IX and ADA law
- Understand assistive technology, including note-taking technology, both free and for-pay versions

Preferred Experience

- Experience in designing and delivering in-person and digital developmental education in a higher education setting
- Experience in independent and collaborative curriculum development
- Knowledge of Student Information Systems (Colleague, Pharos, Moodle)
- Experience using performance models and frameworks for assessment

Demonstrated Performance in:

- Innovation, design, and systems thinking that will support students effectively
- Ability to collaborate with colleagues, work with diverse populations, and demonstrate a commitment to diversity and inclusion
- Ability to communicate and respond to others professionally and in a timely manner
- A commitment to service and scholarly excellence
- Ability to read, interpret, write, and complete documents, such as forms and general correspondence, in a manner that reflects professional and ethical standards.
- Strong organizational skills and the ability to multi-task, prioritize, work with frequent interruptions, work independently, and be self-motivated.

Working Conditions:

Normal office conditions

Application Instructions:

- A letter of interest addressing the required and preferred qualifications as listed above
- A professional resume
- The names and contact information for three professional references

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Alverno College is an Equal Opportunity Employer and committed to workplace diversity