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| <b>Job Title</b>        | Access Coordinator  |
| <b>Employer/ Agency</b> | Texas A&M University-Department of Disability Resources   |
| <b>Job Description</b>  | <ul style="list-style-type: none"> <li>• <b>Resource for Students</b> - Works directly with disabled students on an ongoing basis. Works collaboratively with faculty and staff to coordinate the provision of accommodations and address barriers to the educational environment. Maintains appropriate records by documenting communication with students. Refers students to appropriate resources.</li> <li>• <b>Accommodations Determination</b> - Meets with students to identify barriers to full participation and determines reasonable accommodations. Obtains and interprets information provided by the student.</li> <li>• <b>Outreach</b> - Develops and facilitates presentations geared towards student groups, faculty, and staff that focus on awareness of intersection of disability with campus environments and promoting access.</li> <li>• <b>Consultation</b> - Provides consultation, information, resources, and referrals to the campus community to promote an equitable learning environment for students. Works closely with a specific academic college/school to collaborate on disability matters.</li> <li>• <b>Miscellaneous Duties</b> - Serves on University, Division and Departmental committees and task forces. Maintains current knowledge of research and best practices related to students with disabilities in higher education. Works supportively within the department, providing coverage to the main office and testing center when assigned. Assists as needed with exam accommodations. Performs other duties as assigned.</li> </ul> |
| <b>Qualifications</b>   | <p><b><i>Required Qualifications</i></b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree (or equivalent combination of education and experience) and at least one year of full-time experience in student affairs work or related specialty <b>OR</b> a Master's degree.</li> <li>• Skilled at developing and delivering professional presentation and workshops</li> <li>• Strong written and interpersonal communication</li> <li>• Ability to attend meetings and conferences concerning students and student groups at times beyond usual working hours</li> <li>• Ability to work extended hours during finals week to help with exam administration (4 days in May and 4 days in December)</li> <li>• Evening work and/or travel may be required</li> </ul> <p><b><i>Preferred Qualifications</i></b></p> <ul style="list-style-type: none"> <li>• Master's Degree in a directly related field (i.e. Counseling, Student Affairs, Educational Technology, Higher Education Administration, Special Education, Rehabilitation Counseling, Social Work).</li> <li>• Knowledge of campus and community resources</li> <li>• Knowledge of models of disability and inclusive educational design and their application to higher education</li> </ul>   |

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| <b>Salary/Hours</b>       | Starting at \$40,000 annually with excellent state benefits, professional development allocation, wellness release time, and no state income tax.  |
| <b>Address</b>            | Department of Disability Resources, 471 Houston Street, Student Services Building Suite 122  |
| <b>City, State, Zip</b>   | College Station, Texas, 77845  |
| <b>Contact Person</b>     | Tracey Forman-traceyf@disability.tamu.edu  |
| <b>Telephone Number</b>   | (979)-845-1637   |
| <b>Fax Number</b>         | (979) 458-1214   |
| <b>Email Address</b>      | <a href="mailto:disability@tamu.edu">disability@tamu.edu</a>   |
| <b>Application Method</b> | <p><b><u>How to Apply</u></b></p> <ul style="list-style-type: none"> <li>• Apply at <a href="https://jobs.tamu.edu">https://jobs.tamu.edu</a> (Posting Number: <i>R-066737</i>).</li> <li>• A cover letter, resume, and contact information for three professional references (including at least one supervisor) are strongly recommended.</li> <li>• Review of applications will begin ASAP and will continue until position is filled.</li> <li>• Preferred application deadline: <b>Tuesday, October 24, 2023</b></li> </ul> |
| <b>Opening Date</b>       | Immediately  |

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.