

<b>Job Title</b>	Access Coordinator
<b>Employer/ Agency</b>	Texas A&M University / Disability Resources
<b>Job Description</b>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Consultation</b> - Provides consultation, information, resources, and referral to the campus community to promote an equitable learning environment for students. Works closely with a specific academic college, such as the College of Agriculture and Life Sciences, to collaborate on disability matters. Delivers professional presentations about inclusive design.</li> <li>• <b>Resource for Students</b> - Works directly with disabled students on an ongoing basis. Work with students includes working 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 determine reasonable accommodations to address barriers. Reviews available sources of information including but not limited to disability documentation and student's verbal reports.</li> <li>• <b>Other Administrative Duties</b> - Works collaboratively with the department, providing coverage to the main office and testing center when assigned. Assists, as needed, with exam accommodations.</li> <li>• <b>Professional Development</b> - Maintains membership with relevant professional organizations. Stays abreast of national, state, and local disability-related issues. Participates in professional development activities.</li> <li>• <b>Miscellaneous Duties</b> - Serves on University, Division and Departmental committees and task forces. Advances the philosophy of multiculturalism and actively promotes diversity in staffing, programming and student leadership. Performs other duties as assigned.</li> </ul>
<b>Qualifications</b>	<p><b>Required Education and Experience:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent combination of education and experience</li> <li>• One or more years of experience in student affairs work or related specialty with a Bachelor's degree</li> <li>• No experience required with a master's degree</li> </ul> <p><b>Required Knowledge, Skills, and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Strong written and interpersonal communication</li> <li>• Skilled at developing and delivering professional presentation and workshops</li> <li>• Ability to multi-task and work cooperatively with others</li> </ul> <p><b>Other Requirements or Other Factors:</b></p> <ul style="list-style-type: none"> <li>• Ability to attend meetings and conferences concerning students and</li> </ul>

	<ul style="list-style-type: none"> <li>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>Preferred Education:</b></p> <ul style="list-style-type: none"> <li>Master's Degree in a directly-related field (i.e. Disability Studies, Counseling, Student Affairs, Educational Technology, Higher Education Administration, Special Education, Rehabilitation Counseling)</li> </ul> <p><b>Preferred Knowledge, Skills, and Abilities:</b></p> <ul style="list-style-type: none"> <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>
<b>Salary/Hours</b>	<b>Full Time Position</b> <b>Proposed Minimum Salary</b> \$3,042.67 monthly
<b>Address</b>	471 Houston Street
<b>City, State, Zip</b>	College Station, Texas 77843-1224
<b>Contact Person</b>	Tracey Forman, Assistant Director
<b>Telephone Number</b>	979-845-1637
<b>Fax Number</b>	979-458-1214
<b>Email Address</b>	traceyf@disability.tamu.edu
<b>Application Method</b>	Please apply online - <a href="https://tamus.wd1.myworkdayjobs.com/TAMU_External/job/College-Station-TAMU/Access-Coordinator_R-048782">https://tamus.wd1.myworkdayjobs.com/TAMU_External/job/College-Station-TAMU/Access-Coordinator_R-048782</a>
<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.