

Disability and Accessibility Services - Assistant Director
St. Lawrence University

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Job Title	Disability and Accessibility Services - Assistant Director
Department	Disability and Accessibility Services http://www.stlawu.edu/
Institution	St. Lawrence University Canton, New York
Date Posted	Apr. 2, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Services Educational Services Administrative Support/Services
Job Website	https://employment.stlawu.edu/
Apply Online Here	https://employment.stlawu.edu/
Apply By Email	
Job Description	

Responsibilities:

- Ensure that all students who self-identify provide documentation of their disabilities and ask for reasonable accommodations in a timely fashion by working directly with these students on an individual basis.
- Serve as an advisor to students in the program to minimize the impact of their disability on their academic performance.
- Work with the Associate Dean for Academic Advising, Academic Support Coordinator, Academic

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Development Coordinator, Academic Engagement Coordinator, Dean of Students, First-Year Program Director, and other pertinent offices on recruitment and retention issues.

- Serve as a member of the Academic Advising Team, which includes the offices of Academic Development, Academic Support, Academic Engagement, Athletics, Higher Education Opportunity Program (HEOP), Student Life, and Health and Counseling Services.
- Participate in professional development opportunities to ensure familiarity with current legislation and trends in the field.
- Research trends in retention of students with disabilities and implement strategic plans to retain these students when needed.
- Provide disability awareness and education to members of the campus community.
- Perform other duties as assigned.

Minimum Qualifications

- Master's Degree required.
- Minimum of 1-3 years of experience working with students with disabilities in a higher education setting; extensive knowledge of Section of 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1973, the Family Educational Rights and Privacy Act (FERPA) and other appropriate laws pertaining to higher education.
- Familiarity with disability laws and regulations is required.
- Background in Assistive Technology required.
- Background in research methods, tests and measurements required.
- Administrative ability. Experience in planning, organizing, and evaluating documentation.
- Strong interpersonal skills and communication techniques.

Preferred Qualifications

- Evidence of ability to develop effective working relationships with faculty, campus officials, staff, and students of diverse backgrounds.
- Persons coming from backgrounds similar to the target population are encouraged to apply.
- Microsoft Office Programs.

Interested applicants must apply online at <http://employment.stlawu.edu> uploading all required materials which are defined in the "special instructions to applicant" section. Review of applications will begin immediately and continue until the position is filled. Questions about the position may be directed to Sharmela Garcia-Martin, Director of Disability and Accessibility Services at sgarciamartin@stlawu.edu.

All offers of employment are contingent upon the finalist successfully passing a background (including criminal records) check.



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Located at 23 Romoda Drive, Canton, NY, St. Lawrence University is a coeducational, private, independent liberal arts institution of about 2,400 students from more than 40 states and 40 nations. The educational opportunities at St. Lawrence inspire students and prepare them to be critical and creative thinkers, to find a compass for their lives and careers, and to pursue knowledge and understanding for the benefit of themselves, humanity and the planet. Through its focus on active engagement with ideas in and beyond the classroom, a St. Lawrence education leads students to make connections that transform lives and communities, from the local to the global.

The University is committed to and seeks diversity among its faculty, staff and students. Such a commitment ensures an atmosphere that is diverse and complex in ways that are intellectually and socially enriching for the entire campus community. Applications by members of all underrepresented groups, as well as from individuals with experience teaching or working in a multicultural environment, are encouraged. St. Lawrence University is an Equal Opportunity Employer.

For additional information about St. Lawrence, please visit <http://www.stlawu.edu>.

EEO/AA Policy

St. Lawrence University is an Affirmative Action/Equal Opportunity employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

St. Lawrence University
23 Romoda Drive
Canton, NY 13617