

Operations Assistant, Accessibility Resources
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=225090>

Downloaded On: May. 9, 2024 4:52am

Posted Nov. 6, 2023, set to expire Aug. 4, 2024

Job Title	Operations Assistant, Accessibility Resources
Department	Accessibility Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 6, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46342
Apply By Email	
Job Description	

Position Summary

Student Life is accepting applications to fill the highly visible, **Operations Assistant** position within Accessibility Resources. In this role, you will work on a synergistic work group serving over 2,000 students with disabilities. You will professionally assist faculty and staff and ensure students' equitable access, participation, and benefit in academic courses and throughout university life. In addition to collaborating with other coordinators, your specific duties involve:

- Responding to incoming consumer inquiries through all channels to coordinate and implement reasonable accommodations through initial review of medical/psychological documentation and student narrative

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- Reviewing Accessibility Resources' student records for quality assurance
- Conducting consumer orientation meetings and/or online presentations
- Providing direct, high level, backfill support as needed
- Serve as the first line of customer service to students and visitors of the office
- Connect students to appropriate staff or other University support office

Accessibility Resources is UB's Center for coordinating services and reasonable accommodations for individuals with disabilities. We value disability as a vital contribution to diversity and provide a safe, welcoming and comfortable environment for students and the University community.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuits – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefits packages](#).

About Student Life

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree
- Experience providing consumer services coordination or transferable skills that will enable a candidate to meet the position's related obligations
- Demonstrated integrity and sound judgment
- Ability to handle fast-paced, complex, detailed, changing and occasionally stressful work flow
- Computer proficiency using Microsoft Office, Access and database records management
- Strong administrative, organizational, and communication skills

Preferred Qualifications

- Experience in reading and understanding psycho- educational, medical and other records
- Excellence with written communication

Contact Information

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

Contact

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