

Accessibility Specialist - StAAR Center, School of Arts &
Sciences
Tufts University

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Posted Apr. 19, 2022, set to expire Sep. 1, 2022

Job Title	Accessibility Specialist - StAAR Center, School of Arts & Sciences
Department	StAAR Center, School of Arts & Sciences
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 19, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services
Job Website	https://jobs.tufts.edu/jobs/17094?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description

Overview

The StAAR Center is responsible for providing accommodations for students with documented disabilities enrolled in the schools of arts and sciences and engineering and in the Fletcher school. The Office fulfills and complies with the university's legal responsibilities under section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The StAAR Center determines eligibility for services and determines/provides reasonable forms of accommodation for academic, residential/housing and co-curricular student needs. The office manages outside assistive technology consultants and interpreters and provides education and consultation to faculty and the community about their responsibilities to students with disabilities.

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StAAR also supports any student at Tufts who is enrolled in AS&E or Fletcher with outside the classroom academic support. Support ranges from academic coaching, tutoring, writing support, public presentations and other support as appropriate.

What You'll Do

This is a hybrid role and expected to be on campus 3-4 days each week.

The Accessibility Services Specialist supports all undergraduate and graduate students with disabilities throughout their academic and non-academic experiences while at Tufts. This position will connect with students from prospective status through graduation, guiding students through the intake process and accommodation use. It will also serve as a liaison to various departments across campus that the StAAR Center works with to ensure access for our students. Finally, this position will have a significant role in providing disability and center awareness to student leaders, faculty and staff on campus.

What We're Looking For

Basic Requirements:

Knowledge and experience as typically acquired through completion of a BS/BA with minimum of two to four years' experience with high school or college students with disabilities.

Knowledge of Sections 503, 504 and 508 of the Rehabilitation Act, the Americans with Disabilities Act, The Fair Housing Act and the Disability Accessibility Transportation Act.

Experience providing individualized support to students with disabilities as they navigate transition to and from higher education settings.

Experience providing academic coaching to students.

Experience working with students from diverse backgrounds (for example neurodiversity, Trio programs or others).

Ability to maintain highly organized and detailed records of requests and contacts.

Ability to communicate clearly, accurately, and appropriately with Tufts community members on the phone and in written correspondence.

Ability to analyze data, assess needs and prioritize workflow.

Preferred Qualifications:

Master's degree in social work, higher education administration, disability studies or related field.

Experience in a higher education accessibility services office.

An employee in this position must complete all appropriate background checks at the time of hire,



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promotion, or transfer. Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

Contact Information

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

Contact

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