

Student Accessibility and Academic Resource Specialist Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236977>

Downloaded On: Dec. 21, 2024 11:40am

Posted Jun. 3, 2024, set to expire Dec. 31, 2024

Job Title	Student Accessibility and Academic Resource Specialist
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Job Website	https://jobs.tufts.edu/jobs/20553?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The StAAR Center is responsible for providing accommodations for students with documented disabilities enrolled 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 Fletcher with outside the classroom academic support. Support ranges from academic success coaching, tutoring, writing support, and other support as appropriate.

What You'll Do

This is a part-time and benefits eligible position at 17.5 hours per week.

The Accessibility Specialist supports all Fletcher School students with disabilities throughout their academic and non-academic experiences while at Tufts. As the liaison between the StAAR Center and the Fletcher School, the Accessibility Specialist builds capacity to ensure access in supporting the diverse academic and developmental needs of a growing population of registered students. The Specialist will handle the below duties:

- Connect with students from prospective status through graduation, guiding students through the intake process and accommodation use.
- Serve as a liaison to various departments across campus that the StAAR Center works with to ensure access for our students.
- Play 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 skills as typically acquired through completion of a BS/BA with minimum of 2-4 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, in-person, virtually, 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

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- Experience in a higher education accessibility services office

Special Work Schedule Requirements:

This is a hybrid position with on campus expectations.

Pay Range

Minimum \$52,600.00, Midpoint \$65,750.00, Maximum \$78,900.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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