

Access Services Specialist, Accessibility Resources  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=252321>

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Posted Jan. 29, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Access Services Specialist, Accessibility Resources
<b>Department</b>	Accessibility Resources
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 29, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Student Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55502">https://www.ubjobs.buffalo.edu/postings/55502</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

[Accessibility Resources](#) invites applications for the **Access Services Specialist** position. In this role, you will oversee the initial services coordinator and determine accommodation eligibility for students requesting accommodations based on disability.

### Your responsibilities include:

- Case management and student transitional services
- Consultation and liaison with university faculty and staff
- Analytics on new students or existing students and accommodations requests
- File completion of student records and notes

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- Coordination with the Sr. Associate director and other direct services coordinators on accommodation memo design, communication and updates
- Community outreach

Accessibility Resources is UB's Center for coordinating services and reasonable accommodations for individuals with disabilities to ensure their equitable access to all programs, services, and benefits of the University through individualized review, planning, and collaborative implementation across campus. Providing a safe, welcoming, and comfortable approach that values disability as a vital contribution to diversity, we put meaningful participation opportunity into practice.

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.

### ***Learn more:***

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

*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 with 2 years of experience or master's degree or professional certification
- A degree in relevant professional areas such as special education, rehabilitation counseling, social work, or closely related field
- Experience working in a K-12 or Higher education setting

### **Preferred Qualifications**

- Degree in special education, rehabilitation counseling, or social work
- Progressive experience in post-secondary education



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**Contact Information**

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

**Contact**

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