

Auxiliary Aides and Services Coordinator, Accessibility  
Resources

University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=253388>

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Posted Feb. 18, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Auxiliary Aides and Services Coordinator, 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>	Feb. 18, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Student Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55891">https://www.ubjobs.buffalo.edu/postings/55891</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

[Accessibility Resources](#) invites applications for the **Auxiliary Aides and Services Coordinator** position. In this role, you will ensure all students have equitable access to all programs, services, and benefits the University at Buffalo has to offer.

#### Responsibilities:

- Coordinate accessibility services based on the understanding of a complex set of service components and procedures through multiple individual service contacts

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- Support aspects of lecture note taking services & technologies: including recruiting, training, service evaluation, payment processing, inventory and deployment
- Provide support for Auxiliary Aides and Services; convert print to e-text for accessible course materials, Course recordings, accessible classroom supports
- Provide support & workshops to increase student fluency with Assistive Technology

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

- Associate degree with 2 years of experience **or** bachelor's degree

Preferred Qualifications

- Experience working with students with disabilities
- Computer proficiency using database records management
- Working knowledge of assistive technology



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**Contact Information**

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

**Contact**