

**Advocate, Student Accessibility Services
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=257919>

Downloaded On: Jun. 7, 2025 1:02am

Posted Jun. 5, 2025, set to expire Nov. 29, 2025

Job Title	Advocate, Student Accessibility Services
Department	
Institution	Austin Community College Austin, Texas
Date Posted	Jun. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Counseling Services Student Services
Apply Online Here	https://apptrkr.com/6274907
Apply By Email	
Job Description	

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Advocate, Student Accessibility Services

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while

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working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Advocate, Student Accessibility Services

Job Description Summary:

To provide campus leadership, vision, and integrity for Student Accessibility Services. To advise, assist, and support students with disabilities.

Job Description:

Description of Duties and Tasks

- 1) Provides campus leadership, vision, and integrity for Student Accessibility Services (SAS).
- 2) Directs day-to-day business of campus SAS operations, providing services to students with disabilities.

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- 3) Provides educational and academic support to students with disabilities.
- 4) Determines if the student(s) meets the definition of disability per the Americans with Disabilities Act (ADA), is eligible for services, and provides appropriate and reasonable accommodations.
- 5) Provides campus accessibility leadership and consultation for faculty and staff regarding college policies as they pertain to the ADA.
- 6) Provides campus leadership with assistance in resolving student accessibility issues and initiating programs and practices that contribute to the success of students with disabilities.
- 7) Approves appropriate and reasonable accommodations for students with disabilities.
- 8) Remains current in ADA updates and regulations, new laws, guidance from the Association of Higher Education and Disability, the Diagnostic Statistical Manual, Office for Civil Rights guidance, new academic advising information including ACC degree plans, transfer guides to local institutions, and state mandated educational requirements.
- 9) Monitors the effectiveness of student accommodations in the educational process.
- 10) Monitors the academic progress of students with disabilities and intervenes when appropriate or when improvement is needed.
- 11) Coordinates schedules and may oversee staff.
- 12) Collaborates with external stakeholders including school districts, high school transition programs, disability-related state agencies, and state employment agencies in order to create effective and efficient processes for student recruitment, retention, and placement.
- 13) Maintains collaborative and consultative relationships with internal stakeholders at Austin Community College including faculty and staff, Adult Education, and Continuing Education faculty and staff.
- 14) Supports the development, review and revision of written policies, guidelines, and procedures for determining reasonable accommodations

Knowledge

- * College admissions requirements, programs, and courses.
- * Standardized testing procedures and assessment techniques.
- * Multicultural education programs and systems.
- * Program strategies to support student success of Special Populations.
- * Vocational rehabilitation and disability services practices and strategies.
- * Counseling and advising techniques.
- * Laws, rules, and regulations pertaining to students with disabilities, including the Americans with Disabilities Act, the Vocational Rehabilitation Act, Section 504, and accessibility techniques including Universal Design.

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Skills

- * Maintaining an established work schedule.
- * Effectively using interpersonal and communication skills, including the use of tact and diplomacy.
- * Effectively using organizational and planning skill, including attention to detail and follow-through.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining effective working relationships.
- * Effectively working with a diverse student population.
- * Counseling and advising students on program guidelines and requirements.
- * Assessing student needs and providing appropriate resources and/or referrals.

Technology Skills

- * Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- * Two years related work experience.

Preferred Work Experience

- * Two years related experience working with people with disabilities in a variety of settings, including higher education.

Required Education

- * Master's degree.

Preferred Education

- * Master's Degree in Vocational Rehabilitation, Rehabilitation Counseling, Social Work, or a closely related field.

Physical Requirements

- * Work is performed in a standard office environment.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 10 pounds.

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Safety

* Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$51,822 - \$64,777

Number of Openings:

1

Job Posting Close Date:

June 18, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Round-Rock-Campus/Advocate--Student-Accessibility-Services_R-7800

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Contact Information

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

Contact

Staff

Austin Community College

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