

**Student Accessibility Services Coordinator
Quinsigamond Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=263239>

Downloaded On: Oct. 1, 2025 8:20pm

Posted Oct. 1, 2025, set to expire Oct. 19, 2025

Job Title Student Accessibility Services Coordinator
Department Accessibility Services
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Oct. 1, 2025

Application Deadline 10/19/2025

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Student Services

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Job Description

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Student Accessibility Services Coordinator

Category: Professional

Department: Accessibility Services

Locations: Worcester, MA

Posted:

Closes: 10/19/2025

Type:

Position ID: 193133

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General Statement

The Coordinator of Student Accessibility Services works collaboratively with Student Accessibility Services staff to coordinate services to ensure that students with disabilities have equal access to post-secondary education as mandated by federal regulations (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and 2008). The Coordinator conducts intake interviews, determines eligibility for services and accommodations, and problem-solves/consults with campus partners to remove barriers due to a disability. The Coordinator develops, executes, and manages programs for currently enrolled students; initiates and maintains community outreach programs for students transitioning into the post-secondary setting and liaising with internal departments and faculty, as well as community agencies. The Coordinator's responsibilities also include keeping abreast of federal laws and regulations relating to the disability field, which includes reviewing ADA cases and court rulings that may impact operations.

Supervision Received

Reports to the Director of Accessibility Services

Supervision Exercised

The Coordinator of Student Accessibility Services will assist with monitoring and/or supervising clerical staff and part-time personnel.

Duties and Responsibilities

- Coordinates accommodations and services for students with disabilities ensuring equal access within the academic programs and campus setting.
- Manages an active caseload of students with disabilities which includes maintaining accurate and confidential records for each student related to eligibility, provision of services, accommodation decisions and recommendations, and student progress.
- Performs case management activities including pre-Admission inquiries and intake process, disability documentation review, accommodation eligibility determination, reasonable accommodation planning and ongoing student/faculty support to ensure equitable access using the interactive process.
- Interacts with students with disabilities to provide support/advisement, e.g., advisement and course registration, liaison with community agencies, referral to campus or community supports, demonstrate assistive technology and software programs commonly used across curriculum.
- Provides advocacy and support for students with disabilities' access and inclusion for an

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equitable campus experience, including input/recommendations on instructional, assessment, and curricula issues impacting students with disabilities.

- Supports students with disabilities who are enrolled in healthcare programs and serves as a liaison to the Healthcare Program Faculty and Administrators.
- Contributes to the development and implementation of departmental assessment and evaluation plans to determine service effectiveness. Prepares and analyzes student data and provides statistics pertaining to service delivery.
- Collaborates with SAS staff in updating procedures and protocols in accordance with the ADA, best practices in the field, and college mission.
- Utilizes Student Information Systems (SIS) case management database for recordkeeping in accordance with current office procedures and protocols.
- Consults and collaborates with campus partners (e.g. faculty, Dean of Students, Center for Academic Excellence, and Student Life) to coordinate access and reasonable accommodations in the face-to-face and remote learning environments.
- Assists with the development and implementation of departmental programming and training initiatives. Promotes disability awareness both on and off campus (secondary school events, informational programs, and campus trainings for faculty/staff).
- Maintains comprehensive knowledge of college services and assists students with connecting to various support resources (e.g. tutoring, mental health counseling, mentoring).
- Participates in college and Enrollment & Student Services initiatives and committees effectively with the core values of collegiality, inclusion and service. Collaborates with campus departments such as Admissions and Student Life with programming efforts.
- All other duties as assigned, and not limited to, responding to emails, calls, and other unexpected and unassigned internal and external requests for information, explanation, etc.

Job Requirements:

Minimum Qualifications

- Master's degree in Education, Rehabilitation, Counseling, Special Education, or closely related field.
- Understanding of disability identity, culture and social construction.
- Understanding of adaptive and emerging assistive technologies commonly used by people with disabilities.
- Proven record of excellent communication skills, including written, verbal, professional presentations and within digital platforms.
- Ability to work effectively in both independent and collaborative team environments.
- Ability to engage with diverse individuals in a culturally conscious manner.

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- Working knowledge of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, including the 2008 Amendments.

Preferred Qualifications

- Experience working in a community college environment.
- Knowledge of assistive software and hardware and accessible technology law and guidelines including Section 508 and the World wide Web Consortium Web Content Accessibility Guidelines (WCAG).
- Demonstrated proficiency in a second language.
- Experience with AIM software or other disability accommodation tracking software.
- Two (2) years experience and/or training that includes assessment and program coordination, ADA compliance, vocational rehabilitation, diagnostic teaching, or adaptive/assistive technology; or an equivalent combination of education, training, and experience.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

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Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=193133>

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Contact Information

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

Contact

Accessibility Services
Quinsigamond Community College

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