

## Job Description

<b>Job Title:</b>	Student Disability Services Specialist
<b>Job ID:</b>	17637
<b>Location:</b>	Hostos Community College
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

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### POSITION DETAILS

The Accessibility Resource Center at Hostos Community College serves students with disabilities to gain the support and accommodations they need to be successful in college and beyond. In addition to accommodations, students will have the opportunity to participate in workshops and other learning experiences, engage in campus activities and be exposed to leadership opportunities at Hostos, in CUNY, and in the community.

Reporting directly to the Accessibility Resource Center Director, the successful candidate will be responsible but not limited to the following:

- Coordinate reasonable accommodations for students with disabilities in accordance with ADA and Section 504 of the Rehabilitation Act of 1973 and recent ADA Amendments Act of 2008 (ADAAA) such as note takers, readers, scribes, sign language interpreters, and other services as needed.
- Conducts intake assessments and reviews documentation in consultation with the Director of the Accessibility Resource Center.
- Provides general referral information of assistive technology appropriate for students based on individual disability/academic records.
- Assists students in understanding their disabilities to discuss academic and personal concerns related to disability.
- Provides information, referral, and support to prospective and enrolled students with disabilities.
- Tracks services and assesses program outcomes.
- Coordinates campus outreach activities and special events such as CUNY's designated Disability Awareness month in April.
- Manages marketing and recruitment efforts for the Accessibility Resource Center events and promotions.
- Promotes student awareness of pertinent events within and outside the college via e-mail and print communications.

### QUALIFICATIONS

Bachelor's degree and four years' related experience required.

The following qualifications are preferred:

- Master's degree in Disability Studies, Social Work, Counseling or related field
- Experience in a diverse Higher Education setting with prior experience in coordinating and evaluating college-level programs
- Knowledge of best practices in Disability Services implementation with an emphasis on research

assessment and data-informed decision making particularly in the areas of learning disabilities and autism spectrum conditions

- Availability to work evening and weekend hours

### **CUNY TITLE OVERVIEW**

Assists with planning and providing a comprehensive program of services for students with disabilities.

- Assists with daily supervision of the unit, including budgets, personnel supervision, and facilities/equipment management

- Provides guidance and advisement to student organizations, administrators, faculty and others on concerns and issues related to students with special needs

- Interacts with counselors, disability accommodations specialists, and external community organizations to maintain a broad inventory of available services

- Presents programs and workshops, and prepares communications to students and others promoting the goals of the unit

- Organizes and provides for assistive technology and interpretive services

- May develop and/or review individual educational plans that incorporate individually designed academic support services and accommodations within the guidelines of the American with Disabilities Act (ADA)

- Performs related duties as assigned.

Job Title Name: Student Disability Services Specialist

### **CUNY TITLE**

Higher Education Assistant

### **FLSA**

Exempt

### **COMPENSATION AND BENEFITS**

\$49,193 - \$58,555; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

### **HOW TO APPLY**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

**CLOSING DATE**

Open until filled with review of applications to begin November 10, 2017.

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

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