

C O L L E G E O F
SAINT MARY

College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Coordinator, Student Accessibility Services

Are you a positive, energetic, and caring professional ready to optimize the success of students? If so, you might be a perfect fit for our position.

Our Idea of a Perfect Candidate Is Someone Who Has:

- A commitment to compliance under ADA, FERPA and HIPAA
- Excellent interpersonal skills
- Accuracy, confidentiality and consistency in communications with meticulous attention to detail

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree in a relevant field.
- Working knowledge of Americans with Disability Act and its implementation
- Experience in a Higher Education setting

This Position's Responsibilities Include:

- Meet with students who self-identify as having a disability to determine reasonable accommodations
- Serve as a case manager and may eventually carry a modest student advising case load
- Communicate with faculty and/or staff members regarding a student's accommodation(s)
- Maintain disability documentation, electronic files and information
- Communicate with students, faculty, and staff regarding inquiries they might have about ADA and its related interpretation
- Stay up to date on ADA accommodations in a Higher Education setting
- Hire and monitor interpreters for the deaf and hard of hearing and any other volunteer and/or paid workers who assist with providing accommodations
- Research ADA assistive technology and emerging forms of accommodations to meet student needs
- Assist students with special needs to prepare to enter the workforce
- Serve as an exam proctor for students with testing accommodations

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- Free access to the campus recreation facilities, including a full gym, pool, and walking trail.
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Coordinator, Student Accessibility Services](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.