JOB DESCRIPTION

POSITION TITLE: Student Accessibility and Assistive Technology Specialist

REPORTS TO: Director, Academic Support Center; Supervisor, Student Accessibility Services Specialist

PRIMARY FUNCTION: Working as part of a two-member Student Accessibility Services team, promote academic access to the St. Olaf curriculum and educational opportunities for students with disabilities.

AREAS OF RESPONSIBILITY:

1. Accessibility Services: Work collaboratively with the Student Accessibility Services staff. Actively seek information regarding best practices and legal requirements for working with students with disabilities and continually strive to align St. Olaf’s policies and practices to those standards.

2. Students with Disabilities: Conduct accountability meetings and provide study skills information to students with disabilities. Conduct phone and 1:1 meetings with prospective students. Develop and maintain a limited caseload of students with disabilities, including intake appointments, meetings as needed, and follow-up within and outside St. Olaf. Provide back-up for Student Accessibility Services staff to assure appropriate office coverage. Maintain records in a confidential manner in keeping with FERPA and ADA requirements. Communicate with interested parties as needed and as appropriate.

3. Assistive Technology: Provide texts in alternate format. Train and support students in the use of appropriate assistive technologies. Produce and/or provide texts in alternate format, including Braille. Manage any requests for interpreting and/or transcription services.

4. Specific Services: Supervise/oversee the alternate test-taking program and the notetaking program for students with disabilities (most administrative tasks for these programs will be handled by the office coordinator).

5. Community Relations (faculty, staff, students) and Professional Development: Develop and maintain working relationships with other ASC staff, faculty, and administrative personnel across campus. Serve as a liaison and resource for faculty and staff (both individually and through college committees and working groups) as
they work to effectively meet the academic needs of students with disabilities. Actively educate the St. Olaf community about accessibility of educational technology and assist faculty/staff with creating accessible documents and selecting accessible materials/methods. Stay current with disability and higher education issues and trends through individual study, active participation in professional organizations, and other professional development opportunities.

6. **ASC office and database responsibilities:** Coordinate, implement and maintain the ASC’s data, equipment, information and scheduling/tracking needs in collaboration with ASC and IT staffs. Develop and maintain the ASC web pages in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 or current guidelines. Maintain database (TutorTrac) and provide training to professional and student staff in the use of scheduling, record-keeping, and tracking of assignments. As a member of the Academic Support Center, work collaboratively with staff to best meet the academic needs of St. Olaf students and to further the mission of the ASC. Promote services of the ASC and undertake assigned tasks that allow for the smooth functioning of the ASC office.

**SUPERVISORY RESPONSIBILITIES:** Recruit, hire, train, assign work, supervise, and evaluate student workers required for direct assistance to students with disabilities.

**CONTACTS:** Provide and gather information and raise awareness for deans, counseling center, faculty, staff, admissions, parents, community counselors and psychologists, physicians, prospective students, and other interested parties.

**EDUCATION:**

**Essential:** Bachelor’s degree

**Desirable:** Master’s degree in Education, Psychology, Counseling, Higher Ed Administration or another relevant field

**EXPERIENCE:**

**Essential:** 1 year experience in working with students with disabilities

**Desirable:** 1-3 years successful experience with technical/computing support, assistive technology, and working with students with disabilities in a selective liberal arts college environment.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Commitment to accessibility and knowledge of accessibility issues.
- Knowledge of characteristics and dynamics of specific disabilities, particularly with bright and motivated students at the college level.
- Knowledge of disability documentation and legal requirements for provision of disability services.
- Knowledge and skills regarding a wide range of assistive technology. Commitment to professional development relating to assistive technology; continually working to remain current with various technologies and options for students with disabilities. Ability to train individuals and groups to use and understand assistive technology.
- Ability to work efficiently under time constraints; ability to multi-task/prioritize.
- Proficient with Mac OS, Windows, Microsoft Office, and other current technologies.
● Flexibility to handle unexpected and potentially emergency/crisis situations.
● Good organizational skills, attention to detail, and ability to maintain accurate records.
● Excellent listening and effective communication skills, including the ability to work comfortably with diverse populations and with people from all areas and levels of the College.
● Ability to work collaboratively and independently.
● Strong supervisory/leadership skills.
● Ability to handle sensitive and confidential issues.
● Understanding of the church-related, selective, liberal arts college environment.
● Commitment to professional growth through professional organizations/development opportunities; willingness to continually pursue and apply additional training and information in an evolving field.

PHYSICAL DEMANDS: Ability to travel to between buildings on campus.

WORKING ENVIRONMENT: Typical office environment

WORK SCHEDULE: FTE: 0.83. Typically, the schedule is full-time (8-5 or equivalent) for 10 months per year. An alternate schedule could be slightly reduced academic year hours with approximately 8-12 hours per week during the summer. Occasional evening and weekend hours are required, including a willingness to regularly address time-sensitive student needs outside of normal office hours via email.

APPROVAL: Mary Cisar