



ACCESSIBILITY SPECIALIST
Wofford Wellness Center

Wofford College invites applications for an accessibility specialist.

Reporting to and working directly for the director of counseling and accessibility services in the Wellness Center, the accessibility specialist has primary responsibility to provide key administrative support for accessibility services. The accessibility specialist is scheduled 40 hours/week, Monday through Friday during the academic year and 10 hours/week, during the summer months. Occasional evening and weekend hours may be expected, contingent upon planned activities or events; otherwise, the normal academic year office hours 8:30 a.m. to 5 p.m. Monday through Friday.

Including both the academic and summer schedules, the accessibility specialist is considered full-time (0.8125 FTE) and classified exempt, salaried.

KEY DUTIES ARE:

- Manage the North Room for testing accommodations and other events.
- Coordinate testing accommodations for students registered with accessibility services for extended time or distraction-free testing.
- Maintain records through the accessibility database.
- Monitor submitted requests for accommodations and ensure requests are completed.
- Communicate with students requesting accommodations and students registered with accessibility services.
- Consult with students approved for accommodations.
- Triage any issues with provision of accommodations.
- Support students registered with accessibility services and appropriately refer to other resources on and off campus.
- Manage priority registration communications with Registrar's Office.
- Assist with continued development of the accessibility database.
- Coordinate obtaining technology and other assistive devices approved for accommodations.
- Coordinate transportation for students with temporary physical impairments.
- Assist with other records when needed.
- Assist with compiling data and reports for outcomes.
- Assist with managing survey administration for accessibility services.
- Obtain and maintain current knowledge of disability law, guidelines and best practices in the field.
- Other administrative duties as needed.

QUALIFICATIONS:

Office administrative support experience with proficiency in data entry, spreadsheets and database management skills are required. A bachelor's degree in a social work, human resources

or related field is desirable. Previous experiences working with disabled populations, knowledge and experience with ADA related accommodations, or previous experience working with veterans will prove to be valuable in this role and are highly desirable.

The accessibility specialist will be required to maintain a high level of confidentiality at all times, in addition to other applicable and related student records policies.

APPLICATION:

All application materials must be submitted electronically to AccessSpec@wofford.edu. Application materials include: (1) a letter of application explaining how you meet the qualifications of this position; (2) a current resume; and (3) names and contact information for (minimally) three professional references.

ADDITIONAL INFORMATION:

A background check will be conducted for finalist candidates. Employment is contingent upon completion of a successful background check and establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.