Wofford College invites applications for an accessibility services manager.

Reporting to and working directly for the director of counseling and accessibility services in the Wellness Center, the accessibility services manager has primary responsibility to provide key administrative support for accessibility services. The accessibility services manager 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 are 8:30am to 5:00pm, Monday through Friday. Including both the academic and summer schedules, the accessibility services manager is considered full-time (0.8125 FTE) and classified exempt, salaried.

**KEY DUTIES:**

- Implement policies and processes related to student and employee requests for accommodations.
- Provide ongoing support for and information to individuals approved for accommodations and individuals responsible for providing accommodations.
- Coordinate with supervisors and appropriate offices to ensure the provision of approved accommodations.
- Work closely with Human Resources, the Office of the Provost, and the Title IX & ADA coordinator to implement complex requests and to address issues with implementation.
- Work closely with the director of accessibility services and the Title IX & ADA coordinator to ensure compliance with applicable state and federal laws.
- Assist with ongoing program assessment and the development and implementation of strategic planning.
- Obtain and maintain current knowledge of disability law, guidelines and best practices in the field.
- Organize educational programming and create informational materials for employees and students about services the office provides, universal design, and other relevant topics.
- Other administrative duties as needed.

**QUALIFICATIONS**

A bachelor’s degree in a social work, human resources, education, or related field is required, with a master’s degree preferred. Experience in a postsecondary or human resources environment is highly desirable. Preference will be given to applicants with experience evaluating requests and implementing ADA related accommodations. Proficiency in data entry, spreadsheets and database management skills are required.

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

**APPLICATION**

All application materials must be submitted electronically to accessmgr@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.

**ADDITONAL INFORMATION**

The College’s non-discrimination statement, as adopted by the Board of Trustees, is Wofford College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any legally protected status.

Wofford College values diversity within our students, faculty, and staff, and strives to recruit, develop, and retain the most talented people. We encourage applications from all underrepresented groups, including persons with varied backgrounds, perspectives, and experiences, regardless of race, color, creed, religion, sex, age, national origin, disability, veteran status, or other legally protected status in accordance with applicable federal and state laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you require an accommodation to participate in any part of the hiring process, please contact Human Resources at HR@wofford.edu. 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.