

Assistant Director of Access Services (Undergraduate College Division)  
Reports to: Director of Access Services

Salary: \$60,000

Exempt; salaried; 12-month position, 35 hours/week

### Position Summary

The Assistant Director of Access Services serves as an integral member of the Access Services operation to promote inclusion for undergraduate, graduate, and postbaccalaureate students with disabilities. The successful candidate will work with the Director of Access Services to identify and dismantle accessibility barriers and, when barriers cannot be removed, to facilitate reasonable academic, housing, and dining accommodations for students with documented disabilities. Essential responsibilities include working directly with students with disabilities and Bryn Mawr College faculty and staff to ensure that students with disabilities have access to College programs and services in accordance with relevant federal and state laws, including the Americans with Disabilities Act (amended 2008), section 504 of the Rehabilitation Act of 1973 and the Federal Housing Act. The Assistant Director will work with the Director to coordinate the interactive process for students with disabilities and will advise faculty, staff and campus partners on disability and accommodations-related issues for students.

### Essential Responsibilities

- Assist with determining eligibility of students for accommodations through review of documentation, consultation with administrators and professionals and intake interviews with students.
- Collaborate with students, faculty and staff to provide academic, housing, dining and any other relevant accommodations for students with disabilities.
- Collaborate on the administrative processes for the department, including accommodations notification, record-keeping, follow-up reviews and data collection.
- Co-facilitate the Testing Center for students who have been granted exam-related accommodations.
- Maintain departmental files, statistics and data, and maintain confidential materials in accordance with federal and state laws.
- Respond to student-related disability inquiries from faculty and administrators.
- Assist with educating the community about Access Services and issues of disability and equal access.
- Refer and help students connect with resources.
- Collaborate with students and colleagues across the campus including, but not limited to, the Office of Student Engagement and First Year Programs, Health and Wellness Center, the Center for Community Development and Inclusion, the Career and Civic Engagement Center, Title IX Coordinator, Advising Deans, Residential Life, Facilities, Academic Support Services, Library and Information Technology Services, Dining Services, Campus Safety, Athletics, Study Abroad, and academic departments to facilitate access and accommodations for students with disabilities.

- Update Student Disability Services website content and other promotional materials.
- Serve as a liaison with student groups with a focus on access and disability-related issues and topics.
- Promote understanding among all employees that they are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.
- Other duties as assigned by the Director.

#### Additional Responsibilities

- Collaborate with the Director to play a key role in assessment of the program and services. Assist the Director to ensure that programs and services are the highest quality possible and delivered in a timely manner. Collaborate with the Director in the assessment of the Office's programs and services to ensure excellence.
- Mentor and coach students in academic study strategies, including time management, organizational skills, reading strategies and test-taking skills.
- Participate in the Accessibility Leadership and Student Advisory committees.
- Collaborate on the development of programs and workshops related to disability topics to increase awareness and promote better understanding of the department's role and use of resources to provide access.
- Support the Director in understanding programmatic access issues across the College and when needed represent the Office in the Director's absence.
- Participate in campus events, including orientation and workshops during the semester.

#### Core Competencies

- Excellent communication skills
- Ability to manage multiple complex duties
- Excellent interpersonal skills and ability to handle complex situations with sensitivity
- Understanding and appreciation of the intellectual, emotional, social and psychological development of students in a diverse community committed to intellectual rigor
- Substantial individual accountability, organizational skills and attention to detail.
- Ability to work effectively in different organizational and cultural contexts, and the ability to reach different cultural groups and individuals from diverse backgrounds
- Ability to interpret psychoeducational reports and other disability documentation
- Understanding legal requirements regarding confidentiality and appropriate information sharing.

#### Supervisory Responsibilities

- Supervise student workers as needed

#### Required Qualifications

- Master's degree in a field such as Special Education, Educational Psychology, Counseling, Social Work, Rehabilitation Counseling, Disability Studies, Higher

Education or related field with advanced knowledge in services for students with disabilities

- A minimum of two years of experience working with young adults with disabilities in a post-secondary setting
- Working knowledge of current state and federal law and regulations related to the ADA, Section 504, the FHA, FERPA, as well as state and federal requirements for educational institutions receiving federal financial assistance.
- Strong working knowledge of Universal Design
- Familiarity with assistive technologies and alternate media services for students with disabilities at the post-secondary level
- Superior attention to detail, problem-solving skills, organization, electronic, verbal and written communication skills
- Excellent judgment, personal maturity, strong interpersonal skills and the ability to remain a neutral party
- Demonstrated ability to work as part of a team
- Ability to manage a caseload of ongoing and complex disability-related student matters