



JOB TITLE: Academic and Accessibility Support Specialist

DEPARTMENT: Academic Achievement Center

SUPERVISOR: Director, Academic Achievement

FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

The Academic and Accessibility Support Specialist is responsible for coordinating accommodations and support services tailored to meet the needs of students with disabilities and those identified as at-risk. Serving as the designated disability specialist and 504 coordinator for all students enrolled at Jessup, this role involves holistically managing student caseloads and success mentorship while delivering academic and executive functioning assistance to our student body.

This is a full-time, 100% on-campus position.

The pay range for this position is generally \$40,000 -\$55,000. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training, and location.

ESSENTIAL FUNCTIONS:

- Provide timely, positive, and supportive help to all Jessup students so they may achieve their academic goals and overcome academic obstacles.
- Provide academic support through programming and student mentoring in time management, organization, planning/prioritization, study strategies, and test preparation.
- Evaluate, verify, and interpret student documentation and determine appropriate accommodations based on documentation, intake, and observation.
- Collaborate with faculty, staff, and campus partners regarding accessibility and student success, serving as a campus resource where appropriate.
- Maintain extensive working knowledge of federal and state legislation, "best practices," and other factors relating to persons with disabilities, including expertise regarding the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act (ADAAA) of 2008, and Section 504 of the Rehabilitation Act of 1973.
- Maintain students' disability documentation and standard operating procedures, keeping accurate and confidential student files, records, and correspondence.
- Coordinate with the Academic Achievement Center (AAC) Director to maintain essential department functions.
- Manage the test proctoring program and processes for all Jessup students.
- Assist with day-to-day Academic Achievement Center (AAC) operations.
- Monitor, evaluate, and design procedures for gathering data and maintain a variety of records and reports.
- Other duties as assigned

EDUCATION/CERTIFICATIONS:

- Bachelor's degree required.
- A Master's Degree or two years of professional experience in education is preferred.

REQUIRED KNOWLEDGE/EXPERIENCE

- Knowledge of federal and state legislation on disability accommodation/accessibility is preferred.

- Previous compliance administration experience.
- Proficient in Microsoft Office (Word, Excel, and PowerPoint) and Google Apps for Education.

SKILLS/ABILITIES:

- Sensitivity toward students with unique backgrounds, learning challenges, or remediation needs.
- Ability to analyze and interpret professional documentation pertaining to disability support services, and follow procedures for accommodations.
- Strong written and interpersonal skills, including the ability to work effectively, collaboratively, and diplomatically in a team-based environment with a diverse population of students, as well as administrators, faculty, and staff.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 30 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date