

HILBERTCOLLEGE

OPEN POSITION ANNOUNCEMENT

October 20, 2021

JOB TITLE: Director of Accessibility, Academic Support and Opportunity

REPORTS TO: Provost and Vice President for Academic Affairs

DEPARTMENT: Academic Affairs

Job Summary: The primary job function of the Director of Accessibility, Academic Support and Opportunity is to promote academic excellence and student success throughout the entire academic experience, from the transition to higher education, through degree completion, to persistence in lifelong learning. The Director will be responsible for the coordination, training and advocacy of academic services throughout the Hilbert community while also providing oversight and leadership of accessibility services for the campus community as defined by Section 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and other appropriate state laws pertaining to higher education and disability. In addition, the Director will lead the Assisi Scholars and Say Yes Opportunity programs. Explain and/or clarify academic policies and procedures, develop and facilitate study skills and success strategies. Coordinate development and delivery of workshops on topics related to academic success. Assemble data for Academic Action each semester and create success plans with students who are academic at-risk or on probation. Oversee training in various assistive technologies to support and promote student independence. Consult and collaborate with faculty/staff to identify areas of academic concern, intervene with appropriate services and promote inclusive environments for students with disabilities.

Qualifications/Requirements: Master's degree in Education or related field, 3-5 years of experience working in the higher education environment. Experience in managing an academic caseload including documentation of records, communication with students, ability to problem solve, and make appropriate referrals. Experience in accessibility services. Experience and success in delivery of direct intervention services to targeted students. Experience in developing and implementing success strategies for students who fall below good academic standing. Strong communication and interpersonal skills. Clear understanding of the ADA, ADAAA and section 504 of the Rehabilitation Act. Proficient in Microsoft Office, including Excel. Ability to be flexible with daily routine. Clear understanding of learning skills development.

Interested candidates should submit a cover letter, resume and contact information for three professional references to Dr. Maureen Finney, Provost and Vice President for Academic Affairs, jobs@hilbert.edu

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