

Accessibility Services Coordinator

POSITION:	Accessibility Services Coordinator
SUPERVISOR:	Assistant Vice President for Compliance and Community Engagement
DEPARTMENT:	Center for CARE – Compliance, Accessibility, Resources, and Education
LOCATION:	On-campus, located in Tiffin, OH
JOB TYPE:	Full-time
GRANT-FUNDED:	No
SOC Code:	29-0000

General Job Description for Accessibility Services Coordinator:

The Accessibility Services Coordinator supports the University's commitment to delivering an exceptional student experience for all students and providing equal access and inclusion by coordinating accommodations and services for students with disabilities. This position manages student caseloads, conducts intake and eligibility assessments, implements approved accommodations, and collaborates with faculty and staff to ensure compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and institutional policies.

Major Duties and Responsibilities for Accessibility Services Coordinator:

- Conduct intake interviews, review documentation, and determine eligibility for disability-related accommodations.
- Develop individualized accommodation plans and ensure timely implementation.
- Provide ongoing case management for students, monitoring progress and adjusting accommodations as needed.
- Maintain accurate, confidential student records in accordance with FERPA and departmental policies.
- Offer guidance and problem-solving support to students navigating academic, housing, and campus-life accessibility needs.

Faculty & Staff Collaboration

- Consult with faculty regarding accommodation implementation, instructional strategies, and inclusive pedagogical practices.
- Serve as a resource to campus departments on disability issues, accessibility requirements, and compliance obligations.
- Facilitate the provision of academic testing services, alternative formats, note-taking support, assistive technology, and other auxiliary aids.

Compliance & Accessibility

- Ensure all services and decisions comply with ADA, Section 504, and relevant state and federal regulations.
- Partner with campus teams to identify and resolve physical, digital, and programmatic access barriers, which includes leading a committee to insure compliance with WCAG 2.0 requirements
- Assist with policy development, accommodation protocols, and documentation standards.

Training & Outreach

- Develop and deliver workshops, trainings, and awareness programs related to disability inclusion and accessibility.
- Support outreach efforts to increase visibility of Disability Services and promote a culture of inclusivity across campus.

Administrative Responsibilities

- Prepare reports, maintain usage metrics, and support program evaluation and continuous improvement initiatives.
- Assist in budget planning and resource allocation for accommodation services, technology, and support programs.
- Participate in staff meetings, committees, and professional development activities including the leading and mentorship of student workers and graduate assistants.
- Coordinate training and supervision of Graduate Assistant(s) in support of departmental goals and student learning outcomes.

Qualifications for the Accessibility Services Coordinator:

Education:

- Bachelor's degree in Special Education, Psychology, Social Work, Rehabilitation Counseling, Higher Education, or a related field.
- Master's degree in a related field *is preferred*.

Experience:

- Knowledge of ADA, Section 504, and best practices in disability accommodation.
- Experience working with individuals with disabilities in an educational or service-oriented setting.
- Strong interpersonal, communication, and problem-solving skills.
- Ability to manage confidential information with professionalism and discretion.
- Experience in higher education disability services or student support roles *is preferred*.
- Familiarity with assistive technology, universal design, and digital accessibility standards *is preferred*.
- Experience reviewing disability documentation (medical, psychological, educational) *is preferred*.
- Experience working within Maxient *is preferred*.

Work Environment & Physical Requirements:

- Typical office environment with regular student and faculty interactions.
- Must be able to work occasional evenings or weekends for events or accommodation needs.
- May need to move or set up small equipment related to assistive technologies or testing environments.

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