

Posted: February 20, 2024



POSITION ANNOUNCEMENT

TITLE: STUDENT ACCESS SERVICES COORDINATOR

DEPT: STUDENT ACCESS SERVICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$42,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

The mission of the Office for Student Access Services (SAS) is to provide equal opportunities and access to education, programs, and activities for students with disabilities by increasing campus accessibility and removing barriers. Disability is an aspect of diversity integral to society supported by SAS and the Division of Student Life and guided by the university's mission to foster a welcoming and inclusive community.

We are looking for a Coordinator to join our growing, fast-paced office in support of students with disabilities. A commitment to inclusion, diversity, and equity, modeling inclusive behavior, and promoting a culture of belonging are integral to the office's mission. A high standard of confidentiality when handling information is required.

Reporting to the Director for Student Access Services (SAS) the Coordinator is the first point of contact for students, faculty, and staff connecting with SAS. The Coordinator will maintain the day-to-day operations of the office and assist with training and supervising student workers. The Coordinator will be responsible for the testing center, and student proctoring requests and procedures. The Coordinator will assist students with disabilities requesting reasonable accommodations. The Coordinator should have a working knowledge of ADA, Section 504 of the rehabilitation law, FERPA, and state and local laws and regulations regarding disability and discrimination.

JOB FUNCTIONS:

Administration, Office Support - 30%

- Create an environment of exceptional customer service
- Maintain the SAS website for accuracy, update materials, create new areas, and work with the NMT Communications Department for compliance with marketing standards.
- Collaborate with the NMT Communications Department for WCAG compliance
- Train and supervise student workers, proctoring staff, and note-takers.
- Working directly with students with an array of disabilities.
- Assist with processing monthly budget paperwork.
- Maintain an updated office Standard Operating Procedures (SOP).
- Assist with SAS events- Neurodiversity Celebration, Weeks of Welcome, Orientation, tabling events, etc.
- Monitor and process email for three email accounts
- Maintain electronic and physical files.
- Other duties as assigned.

Proctoring - 45%

- Process student proctoring requests and instructor proctoring forms.
- Acquisition of note-takers, interpreters, testing accommodations, etc.
- Collaborate with instructors to ensure a smooth testing process.
- Evaluate, implement, coordinate, and monitor approved accommodations for testing.
- Work with ITC for cameras, monitoring equipment, and computer access.

Accommodations - 25%

- Maintain a working knowledge of current and developing regulations and policies regarding persons with disabilities including, but not limited to, FERPA, the Fair Housing Act, Section 504 and 508 of the Rehabilitation Act, and the ADA.
- Process Course Accessibly Letters.
- Maintain updated accommodation summary and data information.
- Assist with classroom accommodation implementation.
- Work with ACT for classroom recording and closed captioning.
- Place ADA furniture in classrooms.
- Research Assistive Technology.
- Create accessible tests and forms.

REQUIRED QUALIFICATIONS:

5-7 years progressive experience, an Associate Degree preferred. Experience or educational background in special education, social work, counseling, psychology, business, or related fields. Interpersonal skills to maintain a welcoming and supportive environment. Maintain confidentiality of student's disability needs and documentation. Proficiency with Microsoft Office Suite, especially Excel and Word. General understanding of data entry software programs, i.e. Jotform, Access, Banner. Must be able to work under time constraints with the ability to prioritize workload and meet deadlines. Must be able to work independently with minimal direction in a constantly changing environment that has frequent interruptions and daily changes in priorities. Able to anticipate problems and recommend solutions. Ability to develop and maintain relationships across the university, and maintain a positive attitude. Able to work nights and weekends as needed. Punctuality and attendance are critical to this position.

DESIRED QUALIFICATIONS:

Bachelor's Degree in special education, social work, counseling, psychology, or related field. 2 years of experience working with neurodiverse populations, including individuals with Autism and ADHD in a university setting. Strong understanding and appreciation for neurodiversity as a valuable aspect of human diversity. A working knowledge of The Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and the Family Educational Rights and Privacy Act (FERPA). Excellent communication and interpersonal skills. Ability to collaborate effectively with diverse stakeholders.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	S
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	

PHYSICAL DEMANDS:

Standing 15%	Sitting 45%	Walking 15%	Pulling 1%
Pushing 5%	Lifting 5%	Stooping 1%	Kneeling 1%
Crawling 1%	Climbing 1%	Reaching 5%	Other 5%

Apply to: nmtjobapps@npe.nmt.edu