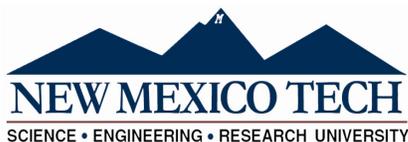


**Posted:** May 5, 2025



## POSITION ANNOUNCEMENT

**TITLE: STUDENT ACCESS SERVICES COORDINATOR**

**DEPT: STUDENT ACCESS SERVICES**

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$ 43,680 - \$46,800

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 proctoring center, and student proctoring requests and procedures. The Coordinator should have a working knowledge of ADAA, Section 504 of the rehabilitation law, FERPA, and state and local laws and regulations regarding disability and discrimination.

### JOB FUNCTIONS:

Proctoring -Process student proctoring requests and instructor proctoring forms. Organize proctoring calendar and coordinate with proctoring staff scheduling. 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.

Administration, Office Support - Create an environment of exceptional customer service. Assist in maintaining 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.

Accommodations- 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. 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. Assist with maintenance and implementation of student accommodations database.

**REQUIRED QUALIFICATIONS:**

3-5 years progress experience or an Associate's degree required. Experience or educational background in special education, psychology, business, or related field. Positive interpersonal skills to maintain a welcoming and supportive environment. Ability to communicate effectively with different university populations i.e. students, faculty, and staff. Understanding of personally identifiable information/HIPAA and the confidentiality required in Student Access Services. Understanding of FERPA and maintenance of student records. Proficiency with Microsoft Office Suite, Adobe, and Google Forms. General understating of database systems. Ability to formulate solutions when unexpected problems arise with confidence and clarity. Ability to maintain positive relationships with other offices on campus. Must be able to work independently, meets deadlines in a timely fashion, and maintain workload. Able to work nights and weekends as needed. Ability to be punctual and maintain consistent attendance in this position is critical.

**DESIRED QUALIFICATIONS:**

Bachelor's degree in special education, psychology, business, or related field. 2 years of experience working with people of varying disabilities. Specific emphasis on Neurodiverse populations such as Autism and ADHD. A working knowledge of the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and the Family Educational Rights and Privacy Act (FERPA).

**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](mailto:nmtjobapps@npe.nmt.edu)