

JOB INFORMATION

Effective Date	6/10/2024
Job Code:	3590
Job Title:	Coordinator, Accessibility Support
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	The Coordinator of Accessibility Support provides support to the area of Accessibility Support Center overall and will work specifically with ensuring that the proctoring of exams and any additional support to students with disabilities as specified by the mandates of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Amendments Act (ADAA) of 2008, and state and university policies are met.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree		Required	
Master's Degree	Degree in Rehabilitation Counseling, Counseling, Education, Special Education, Social Work, or related field.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum three years of related work experience.	Required	
Considerable	Five years of related work experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins. 	Skilled
<ul style="list-style-type: none"> Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. 	Skilled
<ul style="list-style-type: none"> Skills with Microsoft Office, specifically Word, Excel, PowerPoint, and Outlook. 	Skilled
<ul style="list-style-type: none"> Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. 	Skilled
<ul style="list-style-type: none"> Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. 	Skilled
<ul style="list-style-type: none"> The ability to communicate information and ideas in speaking so others will understand. 	Skilled
<ul style="list-style-type: none"> The ability to read and understand information and ideas presented in writing. 	Skilled
<ul style="list-style-type: none"> The ability to listen to and understand information and ideas presented through spoken words and sentences. 	Skilled
<ul style="list-style-type: none"> Must have the ability to work independently and manage the work of others. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Oversee testing services for students with disabilities, including scheduling appointments, collecting confidential tests from instructors, proctoring tests, and monitoring the testing rooms within the ASC office suite. 	40%
<ul style="list-style-type: none"> Oversees daily testing program operations, including coordination of alternative testing materials, digitizing/testing service forms, and managing testing equipment. 	20%
<ul style="list-style-type: none"> Determine student eligibility for services based on documentation regarding academic, classroom, housing, dining, and campus life accommodations. 	15%
<ul style="list-style-type: none"> Conduct intake interviews, advise, and orient students on accessing appropriate support services. 	10%
<ul style="list-style-type: none"> Support students in resolving disability accessibility-related issues that may be a barrier to academic success; refer students to appropriate campus and community resources. 	5%
<ul style="list-style-type: none"> Coordinate with the Accessibility Support Center team to help educate the community about disability and accessibility, and work to support students, faculty, and staff 	5%
<ul style="list-style-type: none"> Other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description