

Job Title: Disability Accommodation Specialist, Level 2 (Hourly/Part-Time)

Location: College of Staten Island

Full/Part Time: Part-Time

GENERAL DUTIES

This class of positions provides various services to disabled students. The following are typical tasks within this class of positions. Employees may perform other related duties for the purpose of providing support services to disabled students. Depending upon the needs of service, the duties of this position may require the use of one's own automobile in the performance of official duties; moreover, these duties may be performed on campus or at the student's home.

- Conduct individual academic and programmatic needs assessments and evaluations for disabled students.
- Develop individual specialized educational plans to enable students to attain their full academic potential.
- Identify student disabilities, and then determine and provide those compensatory learning techniques that are appropriate to the student's needs.
- Serve as assistive technology specialist; provide the appropriate individualized assistive accommodations for disabled students.
- Coordinate the provision of remedial activities appropriate to the needs and capacities of the student.
- Provide assistance in course review and selection so as to encourage students to satisfy academic requirements of their program of study.
- Provide career development service and support with an acknowledgement of student disabilities so as to assist students in achieving career goals; provide disability-related advisement and accommodation planning for students; maintain liaison with medical professionals regarding the nature of student disabilities and appropriate accommodations.

MINIMUM QUALIFICATIONS

A baccalaureate degree from and accredited institution of higher education, and four years of related work experience, OR

Education and/or work experience that is equivalent to the above.

PREFERRED QUALIFICATIONS

- 4 years of relevant experience
- Master's degree preferred
- Flexibility working evening hours

COMPENSATION

New Hire: \$29.54hr*
Incumbent: \$33.36hr

HOW TO APPLY

To apply, candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file and email to: Stefan.CharlesPierre@csi.cuny.edu, with "Disability Accommodation Specialist, Level 2" in the subject field. Position is open until filled.