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## Auburn University Job Description

Job Title:	<b>Asst Dir, Stu Disability Prog</b>	Job Family:	No Family
Job Code:	<b>AE23</b>	Grade 35:	\$50,900 - \$84,800
FLSA status:	Exempt		

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### Job Summary

Assists the Director with the operations and activities of the Program for Student with Disabilities.

### Essential Functions

1. Investigates problems brought to the attention of the office by parents, students, faculty, and administration; presents problem details and options considered for resolution to the Director.
2. Communicates with offices on campus who deal with new and prospective students, new faculty, and GTA's to ensure that information is available regarding services and accommodations for students with documented disabilities, including brochures, presentations, etc.
3. Coordinates with Athletic Student Support Services to ensure student athletes have accommodations and services promptly, training in technologies, and orientation to the process of using proctored exams and other accommodations.
4. Handles requests for foreign language substitutions, program modifications, medical withdrawals, interpreter services, and accommodations for practicum and internships.
5. Oversees Proctored Exams; provides training of proctors and resolves difficult issues which arise with faculty and students.
6. Determines accommodations for students who are taking exams for graduate school (i.e. GRE, GMAT, MCAT, PCAT, LSAT, etc.) and professional exams (i.e. Praxis, EIT, etc.).
7. Provides data to document program service provision and effectiveness.
8. Alerts the director to physical accessibility issues and transportation issues immediately.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Masters Degree	Degree in Special Education, Counseling, Psychology or related field
<b>Experience (yrs.)</b>	5	Experience in administering services for the disabled to include identifying and implementing accommodations.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Knowledge of American's with Disability Act (ADA) Title II: State and Local Government, section 504 of Rehabilitation Act, and knowledge of disability assessment, accommodations, services and assistive technologies.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/11/2012

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