

JOB INFORMATION

Job Code	EB17
Job Description Title	Dir, Accessibility & Accommodations
Pay Grade	HR14
Range Minimum	\$97,760
33rd %	\$127,080
Range Midpoint	\$141,750
67th %	\$156,410
Range Maximum	\$185,740
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP Institutional Compliance & Security
Approved Date:	10/2/2026 12:22:50 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Equal Opportunity Compliance

JOB SUMMARY

Directs Auburn University's accessibility and accommodations programs and serves as the ADA/Section 504 Coordinator. Provides leadership and oversight for compliance with the Americans with Disabilities Act (ADA), as amended, Section 504 of the Rehabilitation Act, the Pregnant Workers Fairness Act (PWFA), Title VII, Title IX, and other applicable federal and state laws related to accessibility, accommodations, and equal access. Oversees accommodations processes involving disability, pregnancy-related conditions, and religion for students, employees, applicants, and visitors. Provides institutional guidance, with oversight and coordination from Asst. VP of Equal Opportunity Compliance, regarding accessibility barriers, employment requirements, and other complex compliance matters involving equal access.

RESPONSIBILITIES

As the ADA/Section 504 Coordinator, develops and administers accommodations processes for employees, applicants, and visitors under the Americans with Disabilities Act, as amended, Section 504 of the Rehabilitation Act, and other applicable state and federal laws.
Develops and administers accommodations processes relating to pregnancy and pregnancy-related medical conditions accommodations for students, employees, and applicants pursuant to applicable federal and state laws, including PWFA, Title VII, Title IX, and the ADA.
Develops, implements, and delivers training and educational programs regarding non-discrimination and similar topics for ADA, accommodations, accessibility, pregnancy-related protections, religious accommodations, and other related civil rights compliance topics.
Maintains confidential and secure records, databases, correspondence, documentation, determinations, and materials related to accommodations, accessibility services, and compliance activities.
Collaborates with campus partners to support institutional accessibility and civil rights compliance initiatives relating to equal access and accommodations.
Monitors developments in legislation, regulations, case law, and emerging best practices related to disability access, accommodations, accessibility, pregnancy protections, and religious accommodations.
Develops and administers accommodations processes for employees, students, applicants, and guests seeking religious accommodations under applicable federal and state law, including the First Amendment of the U.S. Constitution, the Alabama State Constitution, Title VII, and Title VI.
Assists with preparation of affirmative action plans, VETS-4212 filings, disability workforce reporting, and other compliance reports and related filings required by law or University policy.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Juris Doctorate	is preferred.		4 years of	Higher Education Accessibility, Disability Services, Accommodations Administration, ADA/Section 504 Compliance, and Civil Rights Compliance. Experience interpreting and applying complex federal and state laws, regulations, and guidance related to accommodations, accessibility, and equal access is desired.	Or
Master's Degree	Special Education, Higher Education Administration, Human Resources, Counseling, Psychology, Law/Civil Rights, or related field required if no J.D.	and	7 years of	Higher Education Accessibility, Disability Services, Accommodations Administration, ADA/Section 504 Compliance, and Civil Rights Compliance. Experience interpreting and applying complex federal and state laws, regulations, and guidance related to accommodations, accessibility, and equal access is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, Titles VI, VII, and IX of the Civil Rights Act, the Pregnant Workers Fairness Act, and other federal and state laws relating to accessibility, accommodations, and civil rights compliance as applied to postsecondary education.

Knowledge of reasonable accommodations, the interactive process, disability documentation review, essential job functions, technical standards, and undue burden assessments.

Knowledge of digital accessibility standards and practices, including WCAG, Universal Design for Learning (UDL), and assistive technologies.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
	If a J.D. candidate, an active bar license is preferred.		Desired	And
	Americans with Disabilities Act (ADA) Coordinator	within 1 Year	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				15 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.