



**JOB INFORMATION**

|                         |                              |
|-------------------------|------------------------------|
| Job Code                | AE08B                        |
| Job Description Title   | Accom Spec II, Accessibility |
| Pay Grade               | SR08                         |
| Range Minimum           | \$42,490                     |
| 33rd %                  | \$50,990                     |
| Range Midpoint          | \$55,240                     |
| 67th %                  | \$59,490                     |
| Range Maximum           | \$67,990                     |
| Exemption Status        | Exempt                       |
| Approved Date:          | 1/1/1900 12:00:00 AM         |
| Legacy Date Last Edited | 11/10/2022                   |

**JOB FAMILY AND FUNCTION**

|               |                   |
|---------------|-------------------|
| Job Family:   | Student Resources |
| Job Function: | Accessibility     |

**JOB SUMMARY**

The Accommodation Specialist in the Office of Accessibility engages students with disabilities in an interactive process to develop accommodation plans, provides support for a caseload of students, refers students to appropriate campus resources, and provides education and training to campus and community partners.

**RESPONSIBILITIES**

- Reviews documentation from medical, psychological, and educational professionals and utilize professional judgment to help determine appropriate accommodations.
- Conducts intake meetings and assists students with disabilities to include (but not limited to) determining eligibility for accommodations, types of accommodations needed, and orienting students to programs and resources available.
- Coordinates services and accommodation for students in order to meet individual needs based on documented disabilities.
- Recommends and provides training for appropriate assistive technologies for students with disabilities.
- May lead and/or participate in programs, workshops, and/or presentations concerning the Office of Accessibility and students with disabilities.

**SUPERVISORY RESPONSIBILITIES**

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---|

**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  |
|-------------------|---|-----|---------------------|--|
| Bachelor's Degree | Degree in Counseling, Psychology, Rehabilitation Counseling, Special Education, or related field. | And | 2 years of          | Experience in administering services for people with disabilities to include identifying and implementing academic accommodations. |

Substitutions Allowed for Experience: Yes

*Substitution 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 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 as applied to postsecondary education.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required.          |                                |            |                  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        |              |            | X          |        |
| Lifting                       | X     |        |              |            |            |        |
| 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 cold      |       | X      |              |            |            |
| Extreme heat      |       | X      |              |            |            |
| Humidity          |       | X      |              |            |            |
| Wet               |       | X      |              |            |            |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Noise                  |       | X      |              |            |            |
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

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