

JOB INFORMATION

Job Code	EB17
Job Description Title	Dir, Accessibility & Accommodations
Pay Grade	HR14
Range Minimum	\$93,990
33rd %	\$122,190
Range Midpoint	\$136,290
67th %	\$150,380
Range Maximum	\$178,580
Exemption Status	Exempt
Approved Date:	3/19/2025 10:12:38 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Equal Employment

JOB SUMMARY

Directs the compliance functions of the Americans with Disabilities Act and related civil rights laws for accessibility and accommodations for Auburn University. Manages the accommodations process for all Auburn University students and employees with respect to religious accommodations. Manages the accommodations process for all pregnant people under Title IX, Title VII, the ADA, and/or the PWFA.

RESPONSIBILITIES

- Coordinates Americans with Disabilities Act practices to include assisting disabled employees with identifying and implementing reasonable accommodations, including Informing faculty, staff, and administrators of legal responsibilities under the ADA and establishing procedures for compliance.
- Coordinates Title VII, ADA, Pregnant Workers Fairness Act (PWFA), and/or Title IX practices to assist pregnant students and/or employees with identifying and implementing reasonable pregnancy and pregnancy-related medical conditions accommodations.
- Develops and delivers training sessions or workshops on non-discrimination and similar topics for ADA and other accessibility/accommodations laws for students, staff, faculty, and other audiences.
- Maintains a confidential, secure database and filing system with medical, psychological, and other relevant documentation related to accommodations and services provided to employees and/or students with disabilities or other accommodations-related requests.
- Coordinates University-wide practices to assist students and employees with identifying and implementing reasonable religious accommodations under applicable law.
- Works to improve physical and emotional campus accessibility through various campus committees, task forces, and/or working groups.
- Coordinates ADA, Title VII, Pregnant Worker Fairness Act (PWFA), and/or Title IX practices to assist pregnant students and employees with identifying and implementing reasonable pregnancy and pregnancy-related medical condition accommodations.

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
Master's Degree	degree or Juris Doctorate required. A Master's degree in Education, Human Resources, Business Administration, Business Management, or related field.	and	7 years of	experience in administering services for the disabled to include identifying and implementing accommodations; experience in administering religious accommodations in a public institution. 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 VII and IX of the Civil Rights Act, the Pregnant Workers Fairness Act, as applied to postsecondary education.

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 VII and IX of the Civil Rights Act, the Pregnant Workers Fairness Act, as applied to postsecondary education.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.	If a J.D. candidate, an active bar license is preferred.		

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			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.