Section I. – Job Details

Job Title:	Coordinator of Disability Services	**Hourly/Salary:**	Salary
Department Area:	Academic Support	**Classification:**	Non-Exempt
Location:	Campbellsville, KY	**Travel Required:**	Yes
Reports to:	Director of Academic Support	**Position Type:**	Full-Time
Position Fill Date:	2/27/2023		

External Posting URL – *www.campbellsville.edu* **Internal Posting –** *Human Resources Job Board*

Section II. – Application Submission Information

FAX	EMAIL
(270) 789-5180 **Subject Line:** Coordinator of Disability Services **Attention**: *HR Director*	jobs@campbellsville.edu **Subject Line:** Coordinator of Disability Services

ONLINE		MAIL
Click Link Below **APPLY HERE!**	**Scan QR Code**	*Director of Human Resources* *Campbellsville University* *1 University Drive, UPO 944* *Campbellsville, KY 42718*

Section III. – Job Description

Job Summary:

Reporting to Director of Academic Support, the coordinator is a member of the Academic Support team whose overall responsibility is to provide the coordination of services to students with disabilities.

Job Responsibilities:

• Coordinate services to students with disabilities at all Campbellsville University locations
• Conduct new student intakes and oversee the implementation of accommodations
• Work directly with students to assist in academic success planning
• Schedule and proctor student exams
• Meet with students and families during summers to plan schedules and resources
• Coordinate campus navigation pathways for students with mobility impairments
• Coordinate and implement auxiliary services for students
• Oversee all alternate format requests of course materials
• Remain current and assist students with assistive technology
• Assist students with disabilities in career preparedness
• Remain informed of current ADA related issues and laws through professional development
• Maintain student records and track student accommodation reports
• Serve as a liaison between faculty and students with disabilities
• Coordinate with tutoring services to aid in student success
• Collaborate with high schools to assist students' transition to college by attending IEP meetings and workshops
• Meet with prospective students and their parents during admissions campus visits to discuss potential disability accommodations should the student choose to attend CU
• Interact with campus stakeholders to facilitate service continuity with K-12 schools and community resources
• Proctor (in person and virtually) placement tests for new students prior to enrollment
• Assist the Director of Academic Support in providing academic advising to undecided students
• Assist the Academic Support area with new student registration sessions during the summer, and with new student orientation at the beginning of each term
• Assist the Office of Academic Affairs and Registrar with Commencement and other official campus functions • Serve on Admissions Committee and other committees as assigned
• Perform other duties as assigned by the Director of Academic Support
• It is the responsibility of each employee to perform assigned duties in a safe manner to prevent injury to oneself or others.
• Promptness and attendance are necessary and play a vital role in the overall performance of the university.
• An employee of Campbellsville University is expected to honor the objectives of the institution and abide by the rules and regulations and Standards of Conduct contained in the Administrative Policies & Procedures Manual. Basic values, such as honesty, integrity, cooperation, promptness, and dependability are required of the employees and are an important part of each employee's performance review.

Skills/Qualifications:

• Must possess a bachelor's degree, preferably in psychology, sociology, social work, human services, education, or related field.
• This position requires excellent organizational and communication skills, verbal and written, as well as general computer skills in Microsoft Office (Word, Excel).
• Remain current on available assistive technology and assist students in learning how to use various assistive technologies.
• Must possess a valid driver's license and be able to drive to regional sites on a regular basis.
• Must be able to work in a team environment and maintain professionalism in an academic setting.

Essential Duties:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.
The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.
Employees must be able to perform the essential functions of the position with or without reasonable accommodations.

Section IV. – For HR Use Only

Approved by Human Resources	2/3/2023
Posted Internally	2/3/2023
Posted Externally	2/3/2023