COORDINATOR OF DISABILITY SERVICES

The Milwaukee Institute of Art & Design (MIAD) is seeking a Coordinator of Disability Services to coordinate and implement services for students with disabilities and to provide general academic support to MIAD students.

REQUIRED QUALIFICATIONS

- Masters Degree in Education, Special Education, Exceptional Education, Rehabilitation Counseling or related field
- Minimum 3 years experience working with students with disabilities in an academic setting
- Working knowledge of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) and other appropriate laws pertaining to higher education and disabilities
- Ability to interpret diagnostic and psycho-educational test results to determine appropriate academic accommodations per College criteria
- Excellent written and verbal communication skills, demonstrated interpersonal skills, organizational, planning, problem solving and computer skills

PREFERRED QUALIFICATIONS

- Experience with disability service provisions at the post-secondary level
- Knowledge of Attention Deficit Disorders, Psychological Disabilities and Learning Disabilities
- Knowledge of adaptive technologies
- Experience ensuring compliance with the mandates of disability law in the post secondary setting

RESPONSIBILITIES

The Coordinator of Disability Services supports the integration of students with disabilities into the MIAD community, determines eligibility for services and prescribes appropriate academic accommodations, provides tutoring and academic advising, counsels students on the transition to work, manages adaptive technology resources, follows students progress toward degree completion, serves as a resource to faculty and staff regarding disability issues. The Coordinator of Disability Services also provides academic support to individual students, or groups, including general study skills, time management strategies, research and writing skills. For a complete job description, please visit the MIAD website http://www.miad.edu/employment

POSITION

The Coordinator of Disability Services is a full-time, 10-month (August-May) position beginning August 2007. The Coordinator reports to the Executive Director of Academic Resources, and acts as MIAD’s Accommodations Officer for students with disabilities. MIAD offers a competitive salary and benefits package.

APPLICATION

Email a cover letter, resume, your philosophy of disability services in higher education, and the names, relationship and contact information of three (3) professional references (no letters at this time).

EMAIL application to: Jennifer Crandall, Executive Director of Academic Resources, miadada@miad.edu

Screening will begin June 6, 2007 and continue until the position is filled. Please no telephone or email inquiries regarding status of position. MIAD adheres to affirmative action and is an equal opportunity employer. Women and Minorities are encouraged to apply.
Position: Coordinator of Disability Services
Classification: Full-time administrative staff position/level 2/10 month (August – May)

Description: The Coordinator of Disability Services is responsible for the coordination and implementation of services for students with disabilities in accordance with the regulations established under disability law (Americans with Disabilities Act/Section 504 of the Rehabilitation Act), and provides general academic support to all students. The Coordinator reports to the Executive Director of Academic Resources, and acts as MIAD’s Accommodations Officer for students with disabilities.

Responsibilities:
Disability Services
- Administer MIAD’s policy and procedures for students with disabilities:
  - Respond to applicant inquiries regarding services for students with disabilities
  - Assess the disability and appropriate needs in accordance with federal law
  - Process documentation provided to verify disability (interpret psychological reports and other relevant documentation);
  - Determine accommodations and produce accommodation letters to faculty
- Provide academic assistance to students with disabilities: tutor and provide academic advising
- Provide orientation to new students or students recently diagnosed regarding services and accommodations
- Monitor student progress and success toward degree completion
- Counsel disability students on career, internship and the transition to workplace issues;
- Manage adaptive technology resources and services;
- Maintain record of student contacts and confidential data base on students with disabilities;
- Serve as resource to faculty and staff in disability related issues; advocate for students as needed
- Meet on a regular basis with the Executive Director of Academic Resources; alert to serious academic, emotional, financial or personal problems of students

Academic Resource Services
- Provide academic support to individual students, or groups, including general study skills, time management strategies, research and writing skills

General
- Participate in orientation programs
- Remain current on issues, trends and theories related to disability services and federal laws and requirements
- Assume other appropriate duties as assigned