### Internal/External

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### Position Title

**Accessibility Coordinator **

### JOB OPENING ID: 16077

**EXTENDED DEADLINE – 12/10/2019**

### UW System Title and Code*

**Student Services Coordinator Series (T25)**

### FTE

87.5%

### Principal Work Location: UW-Stevens Point Main Campus, University College

### Supervisor: Andy Held, Director, Disability and Assistive Technology Center

### Shift: 8:00 a.m. – 4:30 p.m., Monday – Friday for full time status during the academic year. Hours will shift to half time status in the summer.

### Department

Disability and Assistive Technology Center

### University Description

Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit [www.joinuwsp.org](http://www.joinuwsp.org) for more information about UW-Stevens Point and [www.everythingpointshere.com](http://www.everythingpointshere.com/) for more information about the Stevens Point community.

### Position Summary

The Accessibility Coordinator serves as the primary accommodations resource for a caseload of qualified students with disabilities. The Coordinator is responsible for maintaining the interactive process with students seeking academic adjustments and auxiliary aids. The Coordinator supports the DATC's mission to ensure that qualified students with disabilities are provided programmatic as well as physical access in accordance with Section 504 of the Rehabilitation Act (1973), the Americans with Disabilities Act (1990) and its Amendments (2008). The DATC is also responsible for services to students on the Marshfield and Wausau campuses. The Coordinator position will be based at the Stevens Point location but occasional travel to Marshfield and Wausau is expected.

### Required Qualifications

- Bachelor’s degree
- Demonstrated experience supporting people with disabilities
- Proven collaboration and interpersonal relationship skills
- Effective oral and written communication skills
- Master’s Degree in Counseling, Education, Educational Administration, Social Work, Vocational Rehabilitation, or related field
- Two or more years coordinating accommodations at the post-secondary level
- Three or more years’ experience in K-12 education, post-secondary student services, or human services settings
- Demonstrated ability to assess individual needs and identify appropriate interventions (skill development, instructional adaptation, diagnostic/care referral) for students with Autism Spectrum Disorders
- Knowledge of Universal Design and/or inclusive instructional practices for students with disabilities
How To Apply

Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.

Anticipated Appointment Date

January 6, 2020

Terms of Employment

This is a 12-month, Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.

Deadline

To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on December 10, 2019. However, screening may continue until the needs of the recruitment are met.

Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:

- Cover letter addressing qualifications and experience
- Resume
- Contact information for three professional references
- Official Transcripts required of finalist

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

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- Contact information for three professional references
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Position Contact

For additional information regarding the position, please call or email:
Ian McArthur - Chair, Search and Screen Committee
Email: imcarthu@uwsp.edu
Phone: 715-346-3226

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:
Allison Wallace
Email: human.resources@uwsp.edu
Phone: 715-346-2606

Human Resources Contact

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

Special Notes

*The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: wisconsin.edu/ohrwd/title-and-total-compensation-study/"